

8-1991

School of Business and Entrepreneurship 1991-92 Catalog

Nova University

Follow this and additional works at: http://nsuworks.nova.edu/hsb_pgcoursecatalogs

NSUWorks Citation

Nova University, "School of Business and Entrepreneurship 1991-92 Catalog" (1991). *Huizenga Postgraduate Course Catalogs*. Paper 12.
http://nsuworks.nova.edu/hsb_pgcoursecatalogs/12

This Course Catalog is brought to you for free and open access by the NSU Course Catalogs and Course Descriptions at NSUWorks. It has been accepted for inclusion in Huizenga Postgraduate Course Catalogs by an authorized administrator of NSUWorks. For more information, please contact nsuworks@nova.edu.



SCHOOL OF BUSINESS
AND ENTREPRENEURSHIP

1991-92 CATALOG

School of Business and Entrepreneurship

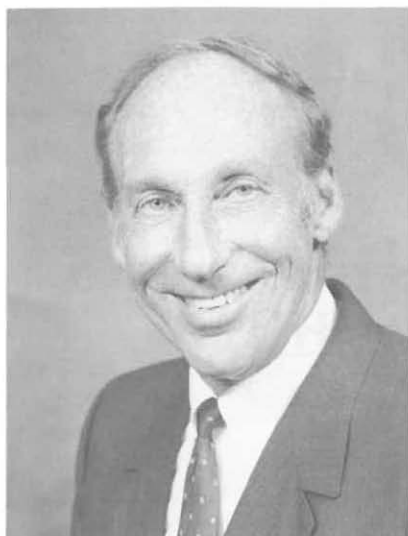
1991-92 Catalog

Published August, 1991

Policies and programs set forth herein become effective August, 1991. The regulations and requirements herein, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova University administration.

The University recognizes that individual programs require differing time limits for the completion of academic studies leading to a degree. Therefore, the time frame is a matter within the discretion of each academic program. All program/center catalogs, bulletins, and handbooks must carry this information.

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.



Since Nova University was chartered in 1964, it has distinguished itself by its innovative outlook, its diverse educational programs that provide both traditional and nontraditional choices, its research in numerous fields, and its service to the community. Throughout the years, Nova has been responsive to the needs of society--adding and changing programs, offering greater accessibility to students, and incorporating the latest in modern technology. Our presence is visible throughout the country and beyond, as our alumni "make their mark" in business and in numerous other fields.

The University continues to grow, with a current enrollment of more than 10,000 students. Committed to the idea that education should not be timebound or place-bound, Nova University is truly positioned as a major institution for the 21st century.

Abraham S. Fischler, Ed.D.
President



The School of Business and Entrepreneurship is dedicated to the fundamental principles of the free enterprise system and the advancement of the public service sector in the American and international communities. The mission of the School is to enhance organizational effectiveness through individual growth and development. The faculty and professional staff firmly believe that well-educated and trained personnel have positive self images, which leads to improved productivity for their organizations. The programs of the School are focused to accomplish this goal. The School of Business and Entrepreneurship emphasizes creativity, innovation, and productivity in human enterprise. The educational philosophy of the School projects an activist, interventionist strategy in the delivery of and designs of its programs in pursuance of this educational philosophy.

Neuman F. Pollack, Ph.D.
Dean, School of Business and
Entrepreneurship

Contents

SCHOOL OVERVIEW	1
CENTER FOR ENTREPRENEURSHIP	7
THE MASTER'S DIVISION	8
Master of Business Administration	8
Master of International Business Administration	10
Master of Science in Human Resource Management	12
GENERAL INFORMATION ON MASTER'S PROGRAMS	14
Master's Programs Curriculum Overview	14
Admission Requirements	15
Additional Requirements	18
The Admissions Committee	18
Foundation Course Satisfaction	18
The Acceptance Procedure	19
Active Status, Interrupted Studies, and Reinstatement	19
International Students	20
Study Format	20
Attendance Policy	21
Transfer Credits	21
Grading System	22
Progress Report	22
Incomplete Grade Make-Up	23
The Grade Appeal Procedure	23
Student Costs	24
Financial Aid	24
VA Administration Requirements	25
Housing	27
Graduate Assistantships	27
Family Tuition Plan	28
Library Resources	28
Graduation Requirements	29
Time Limit	29
Credential File Service	29
Faculty	29
Advising	30
Procedures for Resolving Allegations of Misconduct	30
CALENDAR FOR 1992 AND 1993	32
MASTER OF ACCOUNTING PROGRAM	34
CPA EDUCATIONAL REQUIREMENTS	42
CMA REQUIREMENTS	43
CFP REQUIREMENTS	44

DIVISION OF PUBLIC AND SOCIAL SERVICES ADMINISTRATION	49
Institute for Health Services	49
Master of Science in Health Services Administration	49
Master of Public Administration	52
Master of Science in Human Services	53
Institute for the Study of Aging	55
Master of Science in Gerontology	55
DIVISION OF EXECUTIVE DEVELOPMENT	57
BANKING INSTITUTE	57
Bankers' Executive MBA Program	59
INSTITUTE FOR REAL ESTATE	64
Executive MBA in Real Estate Development and Management	64
INSTITUTE FOR INTERNATIONAL TRADE AND DEVELOPMENT	70
MASTER'S PROGRAMS COURSE DESCRIPTIONS	72
THE DOCTORAL DIVISION	108
Doctorate in Business Administration	109
Career Options-	
Accounting, Human Resource Management, and International Management	110
Doctorate in Public Administration	113
Doctorate in International Business Administration	115
Doctoral Program Curriculum Overview	117
Telecommunications through UNIX	118
Dissertation	119
Comprehensive Examinations	120
Doctoral Publication Requirements	121
General Information on the Doctoral Programs	122
Admission Requirements	122
The Admissions Committee	123
Foundation Course Satisfaction	124
The Acceptance Procedure	124
Active Status, Interrupted Studies, and Reinstatement	125
International Students	125
Study Format	126
Attendance Policy	126
Cluster Locations	127
Transfer Credits	127
Grading and Academic Probation Policies	127
The Grading System	128

Incomplete Grade Make-Up	129
The Grade Appeal Procedure	129
Student Costs	130
Financial Aid	131
VA Administration Requirements	132
Withdrawals and Refunds	134
Library Resources	134
Graduation Requirements	135
The Time Limit	135
Advising	136
Credential File Service	136
Faculty	136
Procedures for Resolving Allegations of Misconduct	137
CALENDAR FOR 1992	138
DOCTORAL PROGRAMS COURSE DESCRIPTIONS	139
NOVA UNIVERSITY BOARD OF TRUSTEES AND ADMINISTRATION	150
SCHOOL OF BUSINESS AND ENTREPRENEURSHIP BOARD OF GOVERNORS	151
SCHOOL OF BUSINESS AND ENTREPRENEURSHIP FACULTY	152
STUDENT RIGHTS AND RESPONSIBILITIES	155



The School of Business and Entrepreneurship

The School of Business and Entrepreneurship houses major centers, institutes, and programs dealing with business and public administration. The concepts of entrepreneurship, innovation, and creativity dominate the curriculum of programs in accounting, banking, business administration, health services and human services administration (including gerontology), international business, public management, and real estate development offered by the School. Degree programs of the School are at the master's and doctoral level. Nondegree programs in the various divisions, centers, and institutes enable the School to impact a wide range of organizational settings with practical programs. The Nova University philosophy that the individual is the focus of the educational process is the hallmark of the School's offerings.

Currently under development is the Center for Entrepreneurship. This Center will establish activities and programs directed at venture initiation, institutional renewal, and creativity in business design and operation. The Center will serve as a practical think tank on entrepreneurship to stimulate awareness of the values of entrepreneurship for society in individuals at various stages of their professional development, including precollegiate, collegiate, and extracollegiate settings.

Already operational is the free-standing Enterprise Ambassador Program for high school juniors. This is a mentorship program inspired by Entrepreneur R. David Thomas, founder and Chairman of Wendy's Old Fashioned Hamburgers. The program involves the participation of public and private schools, area chambers of commerce, and business executives who serve as mentors annually to 35 high school juniors.

The Division of Executive Development houses the Banking Institute and the Real Estate Institute. Degree and nondegree offerings of these institutes are designed for middle to senior level postentry careerists in the fields of banking and real estate development and management, respectively. The establishment of field-specific executive level degree programs in these fields provide the foundation for a full range of continuing education

seminars and workshops for individuals in need of updating their skills. Admission to the programs in the Division of Executive Development is limited to those individuals actively engaged in those professions directly related to banking and real estate development. Additional Institutes within this Division are under consideration.

The Division of Public and Social Services Administration houses the Institute for Health Services Administration, the Institute on Aging, and programs in Human Services Administration and Public Administration. Degree and nondegree activities focus on the needs of the public and not-for-profit sector professionals, particularly those in the broad-based "safety net" arena. While most of the students enrolled in degree programs in this division are mid-career professionals, the division does enroll preprofessionals and manages an intern program for them to provide some in-field practical experience to their academic studies.

Commencing with the 1991-1992 academic year, the Division will administer two new program specializations in cooperation



with the Nova University Oceanographic Center. These are the Master of Public Administration in Coastal Zone Management and the Master of Public Administration in Environmental Resource Management.

The Institute for International Trade and Development has as its mission the promotion and enhancement of the effectiveness of American small and medium sized business in international trade. This mission is accomplished through a series of noncredit seminar offerings. The Master of International Business Administration program is managed by this Institute and provides the foundation for many of the noncredit offerings. A unique feature of the degree program is a capstone trade mission course with an optional overseas trade mission component.

The School's Master of Accounting program offers a number of distinct career options in meeting the needs of accounting professionals: public accounting, tax accounting, managerial accounting, financial planning, and computer applications in accounting. The accounting program meets the requirements of eligibility for sitting for the CPA, CMA, and CFP exams.

Students enrolled in Nova University's Shepard Broad Law Center may earn their master's degree in any of the program offerings of the School of Business and Entrepreneurship. The Joint J.D./Master's Program at Nova University is unique in that students may earn both degrees during a three-year period since they enroll in Business School courses on weekends during their second and third years in the Law School. Students must meet all admissions requirements of the Law School prior to being admitted into the Joint J.D./Master's Program. Interested applicants should consult the Law School for details on admission to the Law School prior to applying to the Business School.

The School of Business and Entrepreneurship's major degree offerings at the master's and doctoral levels are administered through the Master's and Doctoral Divisions, respectively. Combined, these divisions are responsible for approximately 80% of the School's educational activities. The master's programs stress innovative learning processes and delivery systems for working professionals who wish to increase their managerial or professional effectiveness. While most of the students are adult students with some career experience, the School admits preprofessional students in selective programs that meet on campus and that include elements essential for professional preparation.

The master's degrees programs of the School of Business and Entrepreneurship include the following offerings:

- Master of Business Administration (M.B.A.)
- Master of Public Administration (M.P.A.)
- Master of Accounting (M.Acc.)
- Master of International Business Administration (M.I.B.A.)
- Master of Science in Gerontology (M.S./Ger.)
- Master of Science in Health Services Administration (M.S./H.S.A.)
- Master of Science in Human Resource Management (M.S./H.R.M.)
- Master of Science in Human Services (M.S./H.S.)
- The Bankers' Executive MBA Program (M.B.A./BK)
- The Executive MBA Program in Real Estate Development and Management (M.B.A./R.E.)

The structure and format of the master's programs permit students to concentrate their studies in a number of major areas depending upon their interest, background, and organizational needs. Areas of concentration or specialization include accounting, banking, health systems management, human resource management, human services, international business, public management, and sales and marketing management.

The School's doctoral programs are designed for upper-level management and executive personnel in both the public and private sectors. The emphasis of the doctoral programs is strategic decision making, including problem solving and policy formulation. The school offers three distinctive doctoral programs emanating from a common decision-making base:

- Doctorate in Business Administration (D.B.A.)
- Doctorate in Public Administration (D.P.A.)
- Doctorate in International Business Administration (D.I.B.A.)

The D.B.A. and D.P.A. programs are capstone programs for professionals who seek broader organizational understanding and influence. The research focus of the dissertation goes beyond the traditional aim of the Ph.D. thesis to the extent that students apply their research to current organizational challenges and opportunities and seek to implement their findings and solutions as they unfold in real time. Students in the D.B.A. program

may elect a career option in addition to the classical management curriculum of the program. These career options are in the fields of accounting, human resource management, and international management.

The D.I.B.A. program is designed for executive-level personnel in multinational corporations located in the United States and abroad and offers an innovative format permitting these professional-level students to attend classes in intensive weeklong sessions as well as weekend classes monthly.

All of the programs offered by the Business School are available on the main campus of Nova University in Fort Lauderdale, Florida, and most are offered also in field locations throughout Florida and the United States in a "cluster" format. A cluster is a group of 20 to 30 students pursuing similar degree objectives in an off-campus location. Nova University is acknowledged as a leader in field-based programs. Two general types of academic clusters are the open cluster and the sponsored (corporate) cluster. The open cluster comprises students from a variety of backgrounds, experiences, and organizational settings. Open clusters in the master's programs generally focus on management studies, as opposed to any of the concentrations or specializations noted above, although these options are available should the cluster members agree upon a common major. The sponsored cluster comprises students who are generally employed in the same profession by a single employer or a consortium of employers in a "corporate" cluster, to the extent that a corporate training department or management group, such as a chapter of the National Management Association, negotiates the terms of a contract to deliver the management program with a specified major at the commencement of the sponsored (corporate) cluster. Please contact the dean for additional information concerning either cluster format.

The Business School currently operates open and sponsored clusters at the master's level in over 25 locations and at the doctoral level in over 15 locations throughout Florida and the United States. All field-based clusters meet the same stringent accreditation requirements as on-campus programs. In addition, all clusters outside Florida are licensed in the states in which they operate. Nova University clusters have been reviewed (including on-site visitation) by the Commission on Colleges, Southern Association of Colleges and Schools, as well as by representatives of the other regional accrediting bodies, as appropriate.

Competency-Based Learning

All of the programs and courses offered by the School of Business and Entrepreneurship are designed to meet the educational training needs of both students and organizations. Detailed course syllabi specifying behavioral objectives and learner outcomes serve as mechanisms of program content control wherever programs are delivered--on campus in Fort Lauderdale or in field-based clusters. With the improvement of managerial and decision-making skills being the underlying concern of center programs, reevaluation of course content and learning resources by professionals with both academic and practitioner experience is an ongoing process. Using multiple sources of evaluation, each course of instruction is monitored for competency of delivery. For more information on the nature of the review process, please contact the Dean.

Accreditation

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award bachelor's, master's, educational specialist, and doctoral degrees.

Memberships

Nova University is a member of the Council on Post-Secondary Accreditation (COPA), a nationwide organization that includes all the separate regional accrediting commissions. The University is also a member of the Florida Association of Colleges and Universities (FACU) and the Independent Colleges and Universities of Florida (ICUF). Nova is a member of the American Council on Education (ACE), the College Entrance Examination Board (CEEB), and the Council of Graduate Schools of the United States (COGS). Nova University, through the School, is a member of the American Assembly of Collegiate Schools of Business (AACSB), the Association of Collegiate Business Schools and Programs (ACBSP), and the National Association of Schools of Public Affairs and Administration (NASPAA). Nova University's programs leading to professional degrees in management at the graduate level have been recognized by the National Management Association (NMA), a nationwide professional management development organization with sponsorship by and membership in the nation's leading business and industrial corporations. A number of field-based clusters are made up predominantly of NMA members.



The Center for Entrepreneurship

The Center for Entrepreneurship is being established in the School of Business and Entrepreneurship at the present time. Activities centering around entrepreneurship issues are currently handled as part of existing degree and nondegree offerings of the various divisions, institutes, and programs in the school. For more information, please contact the Dean of the School.

The Master's Division

The educational emphasis of the master's division of the School of Business and Entrepreneurship is on general management skills and technologies designed to meet the professional needs of middle- and upper-level management personnel. Specialized programs, such as the Master of Accounting, the Master of Science in Gerontology, and the Master of Science in Human Services, tend to be oriented to specific field skills within the disciplines of accounting and social work, respectively, rather than management per se. A major concern of the management programs is with the human resources dimension of management in the context of business, public, and not-for-profit organizational milieus of students. The design of the curriculum recognizes the significant common elements of management in complex organizations in all sectors of society through a common core of courses, as well as the singular concerns of these sectors through specialized coursework and major field concentrations.

The master's programs serve over 1,000 students in on-campus and field-based cluster locations through Florida, the United States, and the Caribbean. Nova University takes the talents of its campus-based and national faculty to working professionals, giving them the opportunity to upgrade managerial skills while increasing overall organizational effectiveness and value as a result of advanced management (and skills) education.

MASTER OF BUSINESS ADMINISTRATION

Program Objectives

The Nova University Master of Business Administration (M.B.A.) degree program is an innovative program featuring learning and delivery systems designed for adult working professionals who wish to increase their management effectiveness. The program curriculum contains a common core of six required courses, four specialized courses emphasizing various methods of quantitative decision making for business managers, and two electives. Academic initiatives in the Nova University graduate management programs are designed for increased academic growth, analytical proficiency, and professional development of the adult student. The student completes his or her degree by writing a four-credit-bearing analytical research project or by

participating in a weeklong workshop dealing with productivity improvement.

Program Philosophy

The Master of Business Administration program emphasizes an activist, interventionist mission to serve the professional developmental and education needs of a broad segment of public and private sector institutions. The program focuses on the role of the individual in the organizational management process. The overriding goal of the program is to enhance the organizational effectiveness and productivity of managerial and premanagerial personnel.

The Curriculum

In order to ensure adequate planning, scheduling, and sequencing, the school strongly urges students to register for courses in the order listed below.

GMP 5012	Management: Theory and Application
GMP 5015	Management Ethics
GMP 5020	Organization Behavior and Development
GMP 5030	Human Resource Management
GMP 5040	Quantitative Methods in Management
GMP 5050	Managerial Economics for Decision Making
GMP 5060	Managerial Accounting
GMP XXX	Elective
GMP 5070	Marketing Management
GMP 5080	Financial Management
GMP XXX	Elective
GMP 5090	Business Policy
GMP 5100	Master's Project or
GMP 5102	Productivity Improvement Workshop

Specializations Available

Master of Business Administration students may elect to concentrate their studies in a number of specialization areas or majors. Specializations require that three electives be taken within a specific content area. A notation of a specialization area is indicated on a student's transcript and a Certificate of Specialization is awarded to students completing specializations. The specializations currently available to Master of Business Administration students include accounting, banking, human resource

management, international business, public management, and sales and marketing management.

MASTER OF INTERNATIONAL BUSINESS ADMINISTRATION

Program Objectives

The Nova University Master of International Business Administration (M.I.B.A.) program, ranked as one of the top 20 international business graduate programs in the country,* is a progressive and dynamic program designed for working professionals and preservice students who wish to enhance their understanding of international business. The curriculum provides a comprehensive treatment of the major areas of concentration in international business and examines the major contemporary issues, concerns, and developments affecting global trade.

Program Philosophy

The M.I.B.A. program emphasizes the interrelationship of business activities in companies operating in the global marketplace. The overriding goal of the program is to broaden the perspective and awareness of managerial personnel in such firms by focusing on the interaction of regional, political, economic, logistical, and social forces on managerial decision making.

Program Contrasted with Master of Business Administration (M.B.A.) Program

The underlying philosophy of the Master of International Business Administration program differs significantly from that of the Master of Business Administration (M.B.A.) program. The focus of the latter program is on the role of the individual in the organizational management process. The overriding goal of the M.B.A. program is to enhance the organizational effectiveness and productivity of managerial and premanagerial personnel. In short, the M.B.A. program emphasizes a micro-interaction perspective of the individual in the firm.

In contrast, the M.I.B.A. program examines the role of firms in the global marketplace with emphasis placed on the interaction

**Source: The Official GRE/CGS Directory of Graduate Programs 1990 and 1991.*

of firms in this environment. The program examines in detail the major global forces that affect decision making in American-based international firms. The curriculum of the M.I.B.A. program differs significantly from the M.B.A. program.

Students in the M.B.A. program may elect to major or specialize in international business by taking their electives from among the required courses in the M.I.B.A. program. The M.I.B.A. students pursue a fixed curriculum without electives. Students interested in the operational management of the firm are encouraged to enroll in the M.B.A. program. Persons interested in careers in international business and trade are encouraged to enroll in either the M.I.B.A. program or the M.B.A. program with a specialization in international business.

The Curriculum

Students may enroll in courses in any order. The School typically schedules the courses on a rotational basis.

GMP 5052	Macroeconomics
GMP 5575	International Marketing
GMP 5580	International Business
GMP 5053	Comparative Economics
GMP 5540	Comparative International Management
GMP 5585	Europe in 1992: Regional Focus
GMP 5541	Comparative Financial Systems
GMP 5577	Import/Export Management
GMP 5165	International Accounting
GMP 5582	International Fiscal and Monetary Policy
GMP 5621	International Investment
GMP 5595	Current Issues in International Business
GMP 5110	Trade Mission

MASTER OF SCIENCE IN HUMAN RESOURCE MANAGEMENT

Program Objectives

The Nova University Master of Science in Human Resource Management (M.S./H.R.M.) degree program covers theory and skills required to bring about changes in today's complex, dynamic environment. Whether it involves organization restructuring, implementing a more effective communications system, solving intergroup conflicts, complying with affirmative action requirements, or training personnel to avoid skills obsolescence, the problems all deal with maximizing human resources. The program curriculum contains a common core of six courses, four specialized courses emphasizing the parameters of human resource management, and two electives. Students complete their degrees by writing a four-credit-bearing intervention research project or by participating in a weeklong workshop dealing with productivity improvement skills and techniques.

Program Philosophy

The Master of Science in Human Resource Management program focuses on the role of the major nonmaterial resource available to the modern corporation, government agency, and not-for-profit organization: the human resource. Students learn the importance of treating human resources as significant elements in the attainment of organizational goals and objectives. The overriding goal of the program is to prepare personnel and training managers and those in support services to enhance their organizations' effectiveness through the proper management of human resources.

The Curriculum

In order to ensure adequate planning, scheduling, and sequencing, the school strongly urges students to register for courses in the order listed below.

GMP 5012	Management: Theory and Application
GMP 5015	Management Ethics
GMP 5020	Organizational Behavior and Development
GMP 5030	Human Resource Management
GMP 5040	Quantitative Methods in Management

GMP 5050	Managerial Economics for Decision Making
GMP 5205	Managerial Environment
GMP XXX	Elective
GMP 5240	Advanced Organizational Development
GMP XXX	Elective
GMP 5260	Labor Relations: Principles, Problems, and Cases
GMP 5320	Management Communications
GMP 5100	Master's Project
	or
GMP 5102	Productivity Improvement Workshop

Specializations Available

Master of Science in Human Resource Management students may elect to concentrate their studies in a number of specialization areas or majors. Specialization requires that three electives be taken within a specific content area. A notation of the specialization area is indicated on a student's transcript and a Certificate of Specialization is awarded to students completing specializations. Course descriptions included in this catalog indicate to which specialization area(s) they apply. The specializations currently available to Master of Science in Human Resource Management students include health systems management, human services, and public management.

GENERAL INFORMATION ON MASTER'S PROGRAMS

Master's Programs Curriculum Overview

Curriculums in the various master's programs offered by the School are designed to meet the educational and professional development needs of postjob-entry, career-oriented adults; therefore, it is expected that all our students are working a minimum of 20 hours, per week in a business--related profession. The management degrees share a common core of management courses. Upon completion of these generic courses (and any outstanding foundation coursework required) the students enroll in an advanced series of courses specific to their degree programs. Most programs permit some flexibility in completing degree requirements through the selection of elective courses, permitting the students to concentrate their studies within specialized subdisciplines, such as human resource management, accounting, and public management. The capstone of several programs is a four-credit applied analytical research project (master's project) or a four-credit workshop option (described below). Brief course descriptions are included in a later section of this catalog.

Required Courses

Required courses are offered routinely on a sequential basis. Students are advised to take required courses in the recommended order so as to ensure satisfaction of advance course prerequisites and uninterrupted matriculation. Required courses may not be taken in directed individual study (DIS).

Elective Courses

Elective courses are offered on a rotational basis ensuring the needs of students pursuing major specializations. Elective courses may be offered at the demand of students. In order for an elective course to be scheduled, a minimum of 12 students must enroll in the course. If fewer than 12 students sign up for the class, the elective may be offered as a small seminar or, if necessary, as a directed individual study course. This policy does not apply to off-campus clusters.

Master's Project

Students must write a master's project at the conclusion of the required program of study. The master's project requires the student to register for GMP 5100, which carries four (4) hours' credit.

Students will be permitted to sign up for GMP 5100 only after they have completed all required and elective coursework, have satisfied all other program requirements, and have a cumulative grade point average of 3.0 or higher.

Written guidelines are provided to the student upon request. The guidelines must be strictly adhered to for proper completion and submission of the master's project to the department.

Master's Project Workshop Option

Students may elect to enroll in a four-credit workshop in lieu of submitting a master's project. Currently, the program offers only one such workshop that deals with productivity improvement. The workshops are conducted on the main campus only. Currently workshops are scheduled periodically throughout the year. Each workshop covers a five-day period. Preworkshop assignments are required. Eligibility for participating in workshops is based upon the following:

1. A student must be in good standing regarding satisfaction of all program admission requirements, academic performance, and University finances.
2. A student must have completed all courses toward his or her degree prior to participating.
3. A student must satisfy specific preworkshop assignments.

Policy on Scheduling Courses

It is the policy of Nova University and the master's programs that every core-required course must be scheduled at a minimum of a least once every other block of instruction. For example, a required course offered Block I will also be offered Block III. The program director reserves the right to substitute acceptable courses in students' planned profiles of courses in order to accommodate program modification that may occur after this catalog has been printed. Any such changes will be announced in writing and apply equally to all students. This policy does not apply to off-campus clusters.

Admission Requirements

General admission requirements for the student wishing to matriculate in any master's program offered by the School are listed below. Degree-specific requirements follow this general listing.

The applicant must:

1. Have earned a baccalaureate degree from an accredited college or university. The undergraduate degree may be in any major; however, specific foundation course prerequisites apply to each degree program and are listed below.
2. Provide three letters of recommendation that have been written directly to the school that indicate the applicant's ability to do graduate work.
3. Provide an official transcript of his or her undergraduate record at each college or university attended. Applicants with graduate work from other institutions must submit official transcripts of all such work.
4. Provide a 500- to 1,000-word essay explaining his or her professional experiences and/or goals and how it is believed the degree program being applied for will contribute to personal professional development.
5. Submit completed application forms accompanied by a \$30 nonrefundable application fee.
6. Perform satisfactorily on the Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE) administered by the Educational Testing Service, P.O. Box 966, Princeton, New Jersey 08541, unless specifically waived below for a particular degree program. Students must submit test scores within six months of beginning their program of studies as provisional students.

Since the GMAT and GRE scores are weighted factors in the admissions formula used to evaluate an applicant's potential to do quality graduate work, no specific score level is set. As a general rule, GMAT scores of 450 and GRE scores of 1000 or higher are considered to be acceptable. Applicants scoring lower than this threshold level may be required by the admissions committee to retake the GMAT or GRE. Students may receive conditional acceptance to degree programs pending satisfaction of this testing requirement. However, they will not be advanced to degree candidacy status (full matriculant status) without an official GMAT or GRE score on file. Students asked to retake the GMAT or GRE must do so before the admissions committee will certify that this requirement for full matriculant status has been met.

Degree programs requiring the GMAT or GRE are identified below. Degree programs not listed have no preadmission standardized testing requirement. Students admitted to such programs who later seek to transfer to a degree program requiring the GMAT or GRE must satisfy this requirement. Generally, scores that date more than five years prior to the date of program application are not valid.

M.B.A.	-- GMAT
M.Acc.	-- GMAT
M.B.A./BK	-- GMAT
M.I.B.A.	-- GMAT or GRE
M.P.A.	-- GMAT or GRE
M.S./H.R.M.	-- GMAT or GRE
M.S./H.S.A.	-- GMAT or GRE
M.B.A./R.E.	-- GMAT

Specific degree-related foundation coursework must be satisfied before a student can receive full matriculant status. Generally, new students must complete this coursework within six to nine months of entering their degree program. Each student receives a detailed listing of foundation course requirements at the time he or she receives conditional acceptance to his or her program.

M.B.A.--	financial accounting, macroeconomics, principles of marketing, principles of finance, and business statistics
M.B.A./BK and M.B.A./R.E.--	business statistics, macroeconomics, financial accounting, principles of finance, and principles of marketing
M.I.B.A.--	macroeconomics, management (or organizational behavior), business communications (or technical writing), and business statistics
M.P.A.--	American government, macroeconomics, public budgeting/accounting, business statistics, and computer literacy
M.S./H.R.M.--	organizational behavior (psychology or principles of management), macroeconomics, and business statistics

M.S./H.S.A.--	financial accounting, principles of finance, psychology, and computer literacy
M.Acc.--	a concentration in accounting at the undergraduate level or the following undergraduate courses: principles of accounting, intermediate accounting, cost accounting, advanced accounting, and computer literacy
M.S./H.S.--	organizational behavior or psychology
M.S./Ger.--	no prerequisite requirements

Additional Requirements

All international students and students with undergraduate grade point averages less than 3.0 may be required to satisfy an additional prerequisite course, GMP 5009--Business Communications: Strategies and Skills. This requirement will be at the discretion of the admissions committee based on a composite of admission criteria.

The Admissions Committee

The admissions committee for the master's programs comprises three administrators and counselors. A full-time admissions secretary is charged with the responsibility of assembling each applicant's credentials for review by the committee. The Dean of the School or the Program Director for master's programs reviews and signs all admissions and change of status decisions. Nova University is an equal education opportunity institution.

Foundation Course Satisfaction

Those students who must complete program foundation courses as a condition for receiving degree candidacy status may enter their program of study on a conditional or provisional basis; however, they may not enroll for any graduate program course that has a specific knowledge prerequisite associated with any foundation course until such prerequisite courses are completed. Foundation courses must be satisfied prior to admission to degree candidacy in the program. Students are encouraged to complete all foundation coursework within six to nine months of entering their graduate programs of study.

Students have three options for satisfying a program foundation or prerequisite course: 1) they may take the required course through Nova University or another accredited institution with

prior course approval in writing by the School; 2) they may successfully complete a proficiency examination administered by a testing organization that has a national recognition such as CLEP, LOMA or USAFI; and 3) they may successfully complete a proficiency examination administered by the School. Enrollment in a foundation course is permitted concurrent with enrollment in graduate coursework provided such enrollment is not in courses dependent upon specific knowledge prerequisites. For example, a student may enroll in an accounting foundation course while taking graduate courses in personnel, economics, or marketing since the accounting foundation course does not serve as a prerequisite for any of these courses. NOTE: foundation course credits appear on the student's transcript but do not apply toward the master's degree, per se, and do not figure into the computation of the student's graduate grade point average.

Acceptance Procedure

Students are admitted to the master's programs under the following classifications. First is full acceptance. This status is equivalent to fully matriculated or degree candidacy status and is awarded when all admission requirements are satisfied. Second is provisional acceptance. This status is given to students who have not yet satisfied all the admission requirements but have given evidence that all criteria can be met. Third is special student acceptance. This status is reserved for nondegree-seeking students. Generally, such students enroll for one or two courses as part of their own personal professional development program. Students with this status who later decide to pursue a master's degree must meet all program admission requirements as stated above.

Enrollment in and satisfactory completion of courses do not guarantee admission to any program.

Students will be notified in writing of the status under which they may enroll in classes. Upon completion of all admission requirements, notification of full acceptance will be given in writing. Failure to meet any full admission requirements may result in suspension of the privilege to enroll in classes, at the discretion of the admissions committee.

Active Status, Interrupted Studies, and Reinstatement

Students are considered actively engaged in graduate study if they are enrolled in one or more graduate or foundation courses

at Nova in a given term. Students who interrupt their studies for two to four terms (6 to 12 months) are considered inactive. Students reentering the program during this period are charged an administrative fee (the interrupted studies fee of \$25) to reactivate their status. All requirements for the degree program in which they were originally enrolled will be in effect if the student reactivates his or her status within this one-year (four-term) period.

Students who remain inactive for more than one year, that is, more than four consecutive registration periods, will be considered dropped from the program. Students are given a total of five years from the time of admission to complete their master's degree and therefore may seek reinstatement any time prior to the lapse of that total time period. An administrative fee (the reinstatement fee of \$50) is charged. The student's record at Nova is evaluated. The student will be required to meet the standards for admission, matriculation, and graduation currently in effect at the time of reinstatement. Students must submit their application for reinstatement with the reinstatement fee, which is nonrefundable and which does not guarantee reinstatement. Denials of reinstatement occur primarily in cases where the student left the program while on academic probation and where the administration believes that the student will not be able to overcome his or her academic deficiencies.

International Students

In addition to the foregoing procedures, international students must also submit a TOEFL score of 550 or higher, be evaluated by the bilingual program as having a Level 4 proficiency, and enroll in the program prerequisite, GMP 5009, Business Communications: Strategies and Skills. The student visa (I-20) may be issued only upon acceptance into a program. Therefore, international students are urged to be sensitive to requirements prior to applying to the program. For more information regarding the procedures for obtaining a student visa, please contact the Student Services Office or the Program Office.

Study Format

The school calendar operates year round, and the average student enrolls for two courses a term, referred to at Nova as a block, which runs for three months. Classes are scheduled approximately every second or third weekend during a block for five weekends of classes. There are two sessions scheduled each

class weekend. All courses represent three semester hours of graduate credit. Thus, the student is able to complete 24 credits of study a year by attending four blocks, and the average student is able to satisfy all course requirements in about one and a half to two years. A master's project or workshop may be completed in one additional block.

Attendance Policy

Students must attend classes on a regular basis. It is strongly suggested that students clear any anticipated absences with instructors (or the program office, if an instructor is not available) in advance. Additional work may be required by an instructor for any absence. Excessive absences will result in a failing grade. Instructors are required to take attendance at each class session and submit rosters to the administration following each class weekend.

Transfer Credits

The University will accept up to 6 semester credits or 10 quarter credits of work (with a grade of not less than a "B") from an accredited program of graduate study at another institution, provided those graduate credits have not been applied toward another degree and the course content is the equivalent of courses offered in this program. Applications for approval of graduate transfer credits must be made in writing to the department, and students are advised to receive recognition for this work at the time of admission. Students may not transfer credits taken after the first registration in any Nova master's program.

Grading and Academic Probation Policies

Students are required to maintain a cumulative grade point average (GPA) of 3.0 for the duration of their course of study. Any student who fails to maintain a 3.0 will be placed on academic probation for two terms, or blocks. If probation is not removed at the end of two terms, the student may be suspended from the program. For veterans and other persons eligible for Veterans Administration (VA) benefits, failure to remove probation by the end of six months will result in the loss of eligibility for VA benefits. A student may petition for reinstatement after six months, explaining the reasons why the cause of academic difficulty has been removed. At that time the student will speak with an adviser and the reinstatement petition will be considered. Students who have a reason to believe that there has been

an error in assigning a grade may formally protest and invoke the Grade Appeal Procedure. When submitting written work, students are required to sign a statement verifying the authenticity of authorship. Students are permitted to retake courses, at their own expense, in which a grade of "C" or lower has been earned. Retaking of courses does not remove the entry of the earlier registration and grade earned from the student's official transcript; however, the highest grade earned in a course will be computed as part of the GPA, thus enabling students to improve their grade point average.

Grading System

The grading system for the master's program is as follows:

GRADE		QUALITY POINTS
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Acceptable	2.5
C	Poor	2.0
F	Failure	0.0
I	Incomplete	Given when most but not all coursework has been completed. Must be requested from the instructor. An incomplete grade contract must be executed and signed by student, instructor, and Program Director.

Progress Report

Students will receive progress reports following each term in which they register for classes. This report will indicate the current status of grades and earned semester hours for all courses completed and/or attempted. The master's program office maintains an up-to-date progress report on each student.

Incomplete Grade Make-Up

Students who receive a course grade of I have two terms or six months in which to make up the I. There is a charge of \$20 to process the grade from I to the grade earned. This charge will automatically be posted to the student's financial records in the Comptroller's Office. At the end of the six months following receipt of a grade of I, the I becomes an IW (Incomplete Withdrawal). Credit for the course may be earned only by retaking the course at full tuition charge.

Grade Appeal Procedure

The grade appeal procedure for students is itemized below and should be followed in all instances, making sure each step is fully exhausted before going to the next step.

- Step 1: The professor should be contacted to discuss the grade disparity. (The problem should be resolved at this level if at all possible.)
- Step 2: The student must appeal in writing to the professor noting specific objections to the grade received. The professor must respond in writing, giving justification for the grade given. Copies of both communications should be forwarded to the Program Director.
- Step 3: An appeal committee will be appointed to mediate the dispute. The committee will review both written and oral arguments in the case. The committee consists of: one administrative officer of the program, one faculty member who teaches in the program, and one student who is currently enrolled in the program.
- Step 4: The student and professor will be informed of the committee's decision, and barring no written objections by either party, the recommendation of the committee will be accepted.
- Step 5: If written objections are received within 10 days, the matter will be referred to the Dean of the School for review and resolution.

All nongrade student grievances must be made in writing to the Dean.

Student Costs*

Application Fee (nonrefundable)	\$ 30
Registration Fee (per term)	\$ 20
Reinstatement Fee	\$ 50
Graduation Fee (excluding cap and gown).....	\$ 30
Incomplete Grade Fee	\$ 20
Interrupted Studies Fee	\$ 25
First Late Registration Fee	\$ 15
Second Late Registration Fee	\$ 50
Prerequisite Challenge Exams	\$ 50
Tuition: Graduate (per credit)	\$ 275
Tuition: Program Foundation Courses.....	\$ 250

**Tuition and fees are subject to change without notice.*

In order to avoid confusion on the matter of fees, students are invited to discuss the matter with a staff member in the program office. The Late Registration Fee is charged anytime payment is received by the school after the closing date for regular registration. The Interrupted Studies Fee is charged to students who do not register for coursework for two terms and are therefore removed from the active student roll. The Reinstatement Fee is a charge to reactivate students who have not enrolled in courses for over one year. Payment of this fee does not guarantee reinstatement.

Student fees are due and payable at the beginning of each term. In the event extreme circumstances necessitate the deferment of partial tuition, the student must contact the Comptroller's Office and make individual arrangements. The program office will assist students in any manner possible to facilitate the processing of financial aid papers.

Financial Aid

Nova University offers a comprehensive program of financial aid to assist students in meeting educational expenses. Financial aid is available to help cover direct educational costs such as tuition, fees, and books, as well as indirect educational expenses such as food, clothing, and transportation. The primary responsibility for paying for education rests with the student and his or her family. Financial aid is available to "fill the gap" between the cost of education and the amount the family can reasonably be expected to contribute.

In order to qualify and remain eligible for financial aid, students must be: accepted for admission into a University program; eligible for continued enrollment; a United States citizen, national or permanent resident; and making satisfactory academic progress toward a stated educational objective in accordance with the University's policy on satisfactory progress for financial aid recipients.

For information on sources of aid and for application forms, please contact:

Nova University
Office of Student Financial Aid
3301 College Avenue, Parker Building,
Fort Lauderdale, Florida 33314
(305) 475-7410
Dade County: (305) 940-6447, Ext. 7410
Toll-free: (800) 541-6682, Ext. 7410

VA Benefits

The programs at Nova University offered through the School of Business and Entrepreneurship are approved for veterans' training through the Florida Department of Education, State Approving Agency for Veterans' Training. Students using veterans' benefits must contact the Nova University VA representative in the Office of the University Registrar.

Veterans Administration Requirements

Satisfactory Progress: Students receiving veterans' benefits are required to maintain satisfactory progress at all times while they are enrolled at Nova University. The VA will terminate the benefits of any veteran who fails to maintain satisfactory work as determined by the program in which the student is enrolled. The Nova University VA representative has a duty to report to the Veterans Administration unsatisfactory progress of any student receiving veterans' educational benefits.

In this regard, it is the responsibility of the student to report to the VA representative any or all changes in his or her enrollment status, as those changes may affect the receipt and/or amount of benefits. It must be noted that, if a student receives and accepts benefits to which he or she is not entitled, that person may be subject to liability for repayment in addition to possible criminal penalties.

Nonpunitive Grades: The law prohibits the payment of veterans' benefits for a course from which a student withdraws, receives an incomplete grade (see below), or completes but receives a grade for the course that is not used in computing requirements for graduation. At Nova University, these grades include: I-Incomplete, NG-No Grade, AU-Audit, IW-Incomplete Withdrawal, and W-Withdrawal. If a student receives one or more of these grades and veterans' benefits have already been paid, the student will be required to make repayment to the Veterans Administration.

If a student receives an I grade, it will not be reported immediately to the Veterans Administration Regional Office in St. Petersburg, Florida. In keeping with Nova University policy, the student will have a prescribed time within which the I must be removed and a satisfactory grade entered in its place to receive credit. The student should consult the program catalog to determine the specific amount of time allowed to make up an I grade. If the I is not removed within that time, the grade will be reported to the Veterans Administration Regional Office with the possible consequences described above.

Veterans' Course Withdrawal (Drop/Add): Each time a veteran withdraws from or adds a course, he or she must notify the Nova University VA representative. Changing the number of credits will, in many cases, affect a student's rate of pay. In order to avoid an overpayment (which will have to be repaid), it is in the student's best interest to make proper notification.

Attendance: Any student attending Nova University while receiving veterans' benefits is required to attend classes regularly. In the event a student is administratively withdrawn from a program because of poor attendance, the Veterans Administration Regional Office will be notified and the student's benefits will be terminated. In addition, the student will be liable for any overpayment as a result of unsatisfactory attendance.

Transcripts/Credit for Prior Training: The Veterans Administration requires Nova University to evaluate a student's prior credit received at other institutions in order to determine if transfer credit will be given. In this regard, it is in the student's best interest promptly to provide the program office with ALL transcripts of work previously completed. This will ensure that prior credit is evaluated quickly. This will avoid delay in processing veterans' benefits.

Withdrawal and Refunds: Students may withdraw from courses at any time prior to the last class-weekend and may request a tuition refund via a formal written request up to the second class-weekend or prior to the commencement of a seminar or workshop. Refunds will be made solely at the option of the University, based on the legitimacy of the reason for withdrawal. When granted, refunds will be for the total tuition adjusted as follows: 100% anytime prior to the start of a course and up to two weeks prior to a seminar or workshop; 75% prior to the second class-weekend and within two weeks prior to the commencement of a seminar or workshop; 50% after the commencement of the second class-weekend; and 0% after the third weekend or the commencement of a seminar or workshop. Registration fees and seminar and workshop fees are nonrefundable.

Housing

Located on the main campus is the Davie Living Complex. Three buildings of 90 one- and two-bedroom unfurnished apartments are available for graduate and married students. In addition, there is a five-story building of 90 furnished apartments available for undergraduate and other students. Apartments are leased on an annual basis. Monthly rental includes utilities and central air conditioning. Rates will be furnished when accommodations are offered.

Interested students are invited to obtain further information from: Housing Office, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314. Housing is limited by program and availability. Applications for housing for the fall term should be submitted prior to May 31.

Graduate Assistantships

A limited number of graduate assistantships are available each term. They pay the equivalent of the course tuition in exchange for negotiated student services, such as operating tutorial sessions, grading for professors, or performing other support services for the department. Assistantships are available only to students who have completed the core courses in the master's programs. When vacancies exist, they are filled on a competitive basis. Interested students should contact the department for more detail.

Family Tuition Plan

The department offers special tuition consideration when two or more members of the immediate family are enrolled in any of the programs at the master's level in the School. A 50% discount is applied to the registration with the lowest number of classes.

This does not apply to students receiving corporate tuition reimbursement. We reserve the right to require proof of financial support.

Library Resources

Nova University recognizes the importance of adequate library facilities for graduate students interested in pursuing research. As such, a short summary of our services is in order. Nova maintains four separate libraries on campus. These are small but growing in acquisitions each year. The separation of library facilities is by functional utility and allows concentrations that students will find quite useful.

The major University collections are in the **Einstein Library**, the **Law Library**, and the **Oceanography Library**. A fourth library is housed at the Baudhuin Oral School. These libraries provide the usual reference services to students and faculty and are helpful in obtaining remote bibliographic and information sources. More unusual, perhaps, is Nova's emphasis on currently generated research materials. In order to make these available to students, the libraries have made use of current technology with computer assisted data searches as well as with heavy utilization of a microfiche system.

Among the nationally recognized services available to master's students at the University libraries are the ERIC document service; DIALOG; the Lockheed Data Base System, which relies on information retrieval through computer terminals; and ASI and EDUCOM, which give access to other data bases. The OCLC system is available. Students in field-based clusters will be provided information regarding libraries available to them, in their locations, by the program office.

Graduation Requirements

In order to be eligible for graduation, the students must fulfill the following requirements:

1. Completion of all admission requirements;
2. Satisfaction of all program foundation courses;
3. Maintenance of a minimum 3.0 GPA for coursework taken;
4. Completion of all required coursework;
5. Completion of twelve (12) courses for thirty-six (36) hours of credit and/or the special requirements of any major; and
6. Satisfactory completion of either the master's project or the workshop substitution option. The master's project carries four (4) credits; the workshop option carries four (4) credits.

Time Limit

The time limit for all master's programs is five (5) years. A reinstatement fee of \$50 per year will be charged beginning one year after the completion of last coursework. Students may petition the program office for an extension of the time limit, which will be granted only rarely and for extenuating circumstances. Individual programs require differing time limits for the completion of academic studies leading to a degree. Therefore, the time frame is a matter within the discretion of each academic program.

Credential File Services

Nova University operates a credential file service for its graduates. To utilize this service, graduates can request additional information and the required application material from Credentials, Nova University Alumni Office, 3301 College Avenue, Fort Lauderdale, Florida 33314.

Faculty

The full-time faculty of the School of Business and Entrepreneurship is augmented by outstanding national lecturers. Their qualifications in teaching, research, publications, and consulting fields of management are the best available. The core of full-time faculty is based on the Fort Lauderdale campus. Many of our faculty have worked with the school's programs since they were

begun several years ago, providing experience and continuity to the program. Those interested in knowing about the faculty may contact the department; resumes for all faculty members are available in the program office.

Advising

All required paperwork for admission to the master's programs may be processed through the mail. Advising is strongly recommended but not mandatory. During the advising process, prospective students will be told which requirements for acceptance are lacking, and a tentative schedule for the entire program will be prepared. Thereafter, registration for each new block is routine and may be submitted through the mail. As long as there are no changes in the original proposed schedule, it will not be necessary to see an adviser, but one will be available. An adviser can be seen anytime by scheduled appointment. During the registration period for each block, advisers are available on a full-time basis. Students must pick up course syllabi and purchase books at the time of registration in order to be prepared for their first class. An adviser must be seen if courses are taken in a sequence different from the required one.

Procedures for Resolving Allegations of Misconduct

The procedure for the disposition of allegations of misconduct follows:

- Step 1. Allegations must be made in writing to the Program Director by a cluster coordinator, faculty member, or student. All pertinent factors, witnesses, events, and evidence should be included in the allegations. The person bringing the allegations should use the best judgment in gathering evidence at the time of the apparent misconduct.
- Step 2: If the allegations constitute "probable cause" to proceed, the Program Director will notify the accused in writing that an inquiry will be undertaken.
- Step 3: An investigator will assemble all pertinent documentary evidence and statements from witnesses. This will include, if possible, a written statement from the accused in response to the

allegations. The investigator will consider all the evidence and recommend action to the Dean, citing the pertinent evidence. When misconduct is indicated beyond reasonable doubt, the penalties may be admonition, suspension, or expulsion.

Step 4: A report of the investigation will be provided to the accused. The accused may acquiesce in the recommendation, or he or she may submit a written response to the Program Director for the master's programs, contesting the recommendation and asking for a hearing. Failure of the accused person to respond within 20 days shall be construed as acquiescence in the report of the investigation. If a hearing is requested, the Dean may appoint a committee consisting of faculty and program participants or program graduates. Following the response of the accused and the report of the hearing committee, the Dean will decide on the action to be taken.

Misconduct may include the following types of activities:

1. Plagiarism
2. Collaboration on examinations or assignments expected to be individual work
3. Use of any source to prepare program work without specific attribution (as a general rule, analysis is to be the participant's own work; data may be used that are collected with the help of others, if properly acknowledged)
4. Cheating (giving or receiving help during examinations, transmitting examination questions to other participants, or falsifying any records including assessments and admissions materials)
5. Behavior that is flagrantly disruptive to the effective operation of the program
6. Behavior that is clearly unprofessional or unethical or that reflects adversely on the Nova program or the professional community
7. Behavior that violates the general understanding of the proper conduct for graduate students.

Calendar 1992

BLOCK I

SEQUENCE I

SEQUENCE II

Session 1
Session 2
Mid-Term Exam
Session 3
Session 4
Session 5

Jan. 10, 11
Jan. 24, 25
Feb. 1
Feb. 14, 15
Feb. 28, 29
March 13, 14

Jan 17, 18
Jan. 31, Feb. 1
Feb. 8
Feb. 21, 22
March 6, 7
March 20, 21

BLOCK II

Session 1
Session 2
Mid-Term Exam
Session 3
Session 4
Session 5

Apr. 3, 4
Apr. 24, 25
May 2
May 15, 16
May 29, 30
June 12, 13

Apr. 10, 11
May 1, 2
May 9
May 22, 23
June 5, 6
June 19, 20

BLOCK III

Session 1
Session 2
Mid-Term Exam
Session 3
Session 4
Session 5

July 10, 11
July 24, 25
Aug. 1
Aug. 14, 15
Aug. 28, 29
Sept. 11, 12

July 17, 18
July 31, Aug. 1
Aug. 8
Aug. 21, 22
Sept. 4, 5
Sept. 18, 19

BLOCK IV

Session 1
Session 2
Mid-Term Exam
Session 3
Session 4
Session 5

Oct. 2, 3
Oct. 16, 17
Oct. 24
Nov. 6, 7
Nov. 20, 21
Dec. 11, 12

Oct. 9, 10
Oct. 23, 24
Oct. 31
Nov. 13, 14
Dec. 4, 5
Dec. 18, 19

Calendar 1993

BLOCK I

SEQUENCE I

SEQUENCE II

Session 1
Session 2
Mid-Term Exam
Session 3
Session 4
Session 5

Jan. 8, 9
Jan. 22, 23
Jan. 30
Feb. 12, 13
Feb. 26, 27
March 12, 13

Jan. 15, 16
Jan. 29, 30
Feb. 6
Feb. 19, 20
March 5, 6
March 19, 20

BLOCK II

Session 1
Session 2
Mid-Term Exam
Session 3
Session 4
Session 5

Apr. 2, 3
Apr. 23, 24
May 1
May 14, 15
June 4, 5
June 18, 19

Apr. 16, 17
Apr. 30, May 1
May 8
May 21, 22
June 11, 12
June 25, 26

BLOCK III

Session 1
Session 2
Mid-Term Exam
Session 3
Session 4
Session 5

July 9, 10
July 23, 24
July 31
Aug. 13, 14
Aug. 27, 28
Sep. 10, 11

July 16, 17
July 30, 31
Aug. 14
Aug. 20, 21
Sep. 3, 4
Sep. 17, 18

BLOCK IV

Session 1
Session 2
Mid-Term Exam
Session 3
Session 4
Session 5

Oct. 1, 2
Oct. 15, 16
Oct. 23
Nov. 5, 6
Nov. 19, 20
Dec. 10, 11

Oct. 8, 9
Oct. 22, 23
Oct. 30
Nov. 12, 13
Dec. 3, 4
Dec. 17, 18

The Master of Accounting Program

The Nova University Master of Accounting Program is designed for professionals working in the various areas within the discipline of accounting. The program recognizes that, at this time, there is a strong trend away from generalists and toward specialization. Accordingly, required courses are kept to a minimum and two levels of specialization are available: 1) concentrations and 2) emphases.

The concentrations generally consist of six electives and are available in the areas of public accounting, taxation, managerial accounting, financial planning, and computer information systems.

The emphases are designed to accommodate more specific career paths and are generally three to four electives. Emphases are available in the fields of auditing, banking, health service administration, international business, public administration, and real estate management (some courses may not be available at all locations). Of course, students are always free to choose any approved elective.

The Curriculum

The Master of Accounting program advises all main campus students to register for their career option courses after they have completed their required courses. However, at off-campus clusters, students should start with those courses currently being offered. Generally, a complete curriculum profile is established showing the intended rotation of all courses at least one year in advance.

REQUIRED COURSES

Credits

GMP 5711	Accounting Theory I	3
GMP 5712	Accounting Theory II	3
GMP 5731	Accounting Information and Control Systems	3
GMP 5733	Advanced Managerial Accounting	3
GMP 5761	Taxation of Individuals	3
GMP 5762	Taxation of Corporations and Partnerships	3
	Elective Courses-Concentrations	18
Total	36

ELECTIVE COURSES--

PUBLIC ACCOUNTING CONCENTRATION

GMP 5715	Auditing	3
GMP 5716	Governmental Auditing	3
GMP 5720	Current Topics in Accounting, Research, and Accounting Studies	3
GMP 5725	Financial Statement Analysis	3
GMP 5729	Seminar in Public Accounting	4
GMP 5751	EDP Auditing	3
GMP 5753	Fund Accounting	3
GMP 5756	International Accounting I	3
GMP 5757	International Accounting II	3
GMP 5759	The History of Accounting	3
GMP 5769	Tax Planning and Research	3
GMP 5781	Business Law I	3
GMP 5782	Business Law II	3
GMP 5784	Bankruptcy Law and Accounting	3

**ELECTIVE COURSES--
TAX ACCOUNTING CONCENTRATION**

GMP 5720	Current Topics in Accounting, Research, and Accounting Studies	3
GMP 5751	EDP Auditing	3
GMP 5756	International Accounting I	3
GMP 5759	The History of Accounting	3
GMP 5763	Taxation of Estates, Trusts, and Gifts	3
GMP 5764	Taxation of Pensions and Profit-Sharing Plans/Tax-Exempt Organizations	3
GMP 5766	International Taxation/Tax Policy and Contemporary Issues	3
GMP 5767	State of Florida Taxes/IRS Practices and Procedures	3
GMP 5769	Tax Planning and Research	3

**ELECTIVE COURSES--
MANAGERIAL ACCOUNTING CONCENTRATION**

GMP 5015	Management Ethics	3
GMP 5020	Organizational Behavior and Development	3
GMP 5040	Quantitative Methods in Management	3
GMP 5052	Macroeconomics	3
GMP 5080	Financial Management	3
GMP 5725	Financial Statement Analysis	3
GMP 5734	Behavioral Accounting	3
GMP 5735	Controllership	3
GMP 5736	Internal Auditing/SEC Accounting	3
GMP 5737	Budgeting and Profit Control	3
GMP 5739	Seminar in Managerial Accounting	3
GMP 5751	EDP Auditing	3
GMP 5753	Fund Accounting	3
GMP 5756	International Accounting I	3
GMP 5757	International Accounting II	3
GMP 5759	The History of Accounting	3
GMP 5768	Taxation: Advanced Topics	3

**ELECTIVE COURSES--
FINANCIAL PLANNING CONCENTRATION**

GMP 5790	Introduction to Financial Planning	3
GMP 5791	Risk Management	3
GMP 5792	Investments	3
GMP 5793	Tax Planning and Management	3
GMP 5794	Retirement Planning and Employee Benefits	3
GMP 5795	Estate Planning	3

**ELECTIVE COURSES--
COMPUTER INFORMATION
SYSTEMS CONCENTRATION**

GMP 5743	Designing Information Systems	3
GMP 5744	Microcomputer Programs - Advanced Level	3
GMP 5745	Database Management	3
GMP 5746	Evaluation of Accounting Packages	3
GMP 5747	Networking and Telecommunications ..	3
GMP 5749	Artificial Intelligence	3
GMP 5751	EDP Auditing	3

**ELECTIVE COURSES--
EMPHASIS IN AUDITING**

GMP 5715	Auditing	3
GMP 5716	Governmental Auditing	3
GMP 5736	Internal Auditing/SEC Accounting	3
GMP 5751	EDP Auditing	3

**ELECTIVE COURSES--
EMPHASIS IN BANKING***

GMP 5062	Managerial Accounting for Bankers	3
GMP 5830	Retail Banking	3
GMP 5860	Asset/Liability Management	2
GMP 5862	Current Issue Symposium	1
GMP 5863	Lending Management	3

*Tuition for these courses may be higher.

**ELECTIVE COURSES--
EMPHASIS IN HEALTH SERVICES ADMINISTRATION**

GMP 5081	Health Care Finance	3
GMP 5420	Current Issues in Health Services	3
GMP 5430	Health Administration and Management	3
GMP 5471	Planning, Budgeting, and Control in Healthcare	3

**ELECTIVE COURSES--
EMPHASIS IN INTERNATIONAL BUSINESS**

GMP 5540	Comparative International Management	3
GMP 5580	International Business	3
GMP 5756	International Accounting I	3
GMP 5757	International Accounting II	3

**ELECTIVE COURSES--
EMPHASIS IN PUBLIC ADMINISTRATION**

GMP 5082	Public Administration Finance	3
GMP 5450	Public Administration Theory and Practice	3
GMP 5470	Planning, Budgeting, and Control	3
GMP 5495	Leadership in Public Administration	3

**ELECTIVE COURSES--
EMPHASIS IN REAL ESTATE MANAGEMENT***

GMP 5876	Managerial Accounting and Reporting in Real Estate	3
GMP 5880	Real Estate Finance: Instruments, Institutions, and Investment Analysis	3
GMP 5886	The Regulation of Real Estate Development and Management	3
GMP 5888	Real Properties Management	3

*Tuition for these courses may be higher.

Program Objectives

- The Nova University Master of Accounting program is an innovative curriculum featuring learning and delivery systems designed for adult working professionals in the field of accounting, as well as prejob-entry students interested in developing a career in the field of accounting.
- The program curriculum is designed to provide students with greater depth and breadth in professional courses in accounting than is possible in a master's of business administration program.
- The program is intended to prepare students to enter or further careers as professional accountants in financial institutions, government, industry, nonprofit organizations, and public practice.
- The program includes courses utilizing modern computer applications in accounting procedures and general business.

Program Philosophy

The Master of Accounting program emphasizes concepts, skills, and methodology vital to the accounting profession for those students interested in public accounting, or corporate, or institutional accounting. The curriculum includes courses that provide a managerial perspective to the accounting profession, knowledge that is increasingly vital to corporate economics. The overriding goal of the program is to provide the technical and other skills that successful accountants need and use as preparers of financial reports and as decision makers.

Program Schedule

- The program utilizes the nontraditional weekend format with class meetings on Friday evenings and Saturdays.
- Classes are scheduled in 13-week blocks or semesters, with each course meeting every second or third weekend.
- Students frequently enroll in two courses per block. The entire degree program may be completed in as few as 18 months.
- Courses are scheduled on a rotating basis enabling new students to enter the program in any of the four blocks of instruction scheduled each year.
- The program can be delivered through a field-based cluster at locations remote from the Nova campus, to a minimum of 15 students per cluster.

Video/Computer Study

For those students who need one or more of the prerequisite courses (see Program Admission Requirements-number 2) and the course or courses are not being offered at their cluster location, it is now possible to take each of the required courses using a combination of home study (with specially prepared video tapes) and computer instruction. The computer instruction, for which access to a computer and a modem is needed, will take place on our normal weekend schedule.

In addition to prerequisite courses, certain elective courses are available through the Video/Computer Study Cluster. Please see current Class Schedule for appropriate semesters and times.

Faculty

All Master of Accounting courses are conducted by professors with advanced academic qualifications and extensive practical experience in the field of accounting. A national core of adjunct faculty augments Nova's full-time professional staff. The diverse backgrounds and years of experience of the faculty facilitate in-depth discussion across the broad spectrum of accounting issues. A special effort is made to integrate practical with theoretical points of view.

Degree Requirements

To complete the Master of Accounting program, a student is required to complete 36 credit hours of study successfully. The curriculum contains a common core of six required courses. Six additional courses are selected from accounting electives offered by the program, enabling a student to focus his or her study on areas of greatest interest and professional need. A student must attain a minimum grade point average of 3.0 in order to receive the Master of Accounting degree.

Advising

Program and career advisers are available through the School of Business and Entrepreneurship. Please call (305) 476-1947 or toll free (800) 541-6682, Ext. 1947, for an appointment or further information about the Master of Accounting program.

Program Admission Requirements

Applicants must have or provide:

1. A baccalaureate degree from a regionally accredited college or university
2. A concentration in accounting at the undergraduate level or the following undergraduate courses: principles of accounting, intermediate accounting, cost accounting, advanced accounting, and computer literacy*
3. Satisfactory performance on the Graduate Management Admissions Test (GMAT) within five years of admission
4. A 500- to 1,000-word essay explaining their professional experience and/or goals and how it is believed the degree program being applied for will contribute to personal and professional development
5. Three letters of recommendation
6. A basic understanding of elementary statistics, data processing, and mathematics
7. A completed application form accompanied by a \$30 nonrefundable application fee

Typical Sequencing To Meet Admission Requirement Number 2 (All Courses - 3 hrs. No Graduate Credit)

FIRST TERM	GMPF 5001	Principles of Accounting
	GMPF 4001	Computer Literacy
SECOND TERM	GMPF 4003	Intermediate Accounting I
	GMPF 4002	Cost Accounting
THIRD TERM	GMPF 4004	Intermediate Accounting II
	GMPF 4005	Advanced Accounting

*For students who wish to enter the Master of Accounting program and who meet all of the admission requirements except number 2 above, Nova University offers a special sequence of courses designed to meet that requirement.

Program Tuition and Fees*

Application Fee (nonrefundable)	\$ 30.00
Registration Fee (per term)	\$ 20.00
Tuition (per credit hour)	\$ 275.00
Graduation Fee	\$ 30.00

*Tuition and fees are subject to change without notice.

Financial Assistance

Students who may be eligible for Veterans Administration benefits are invited to consult the VA counselor at the University. In many cases tuition is reimbursed by employers. Also, the Office of Student Financial Aid has access to a series of federal and state loan programs. For information, call (305) 475-7411.

Transfer policy

Master of Accounting applicants are permitted to transfer up to six credits (two courses) from work completed in master's programs at other regionally accredited institutions, provided they have not been applied toward a previously earned degree. The credits in question must have been completed within the last five years with a grade of "B" or better and bear an equivalent course content and level to the Nova coursework. Application for transfer credit must be made at the time of admission to the program.

Class Cancellations

Classes with insufficient enrollments are subject to cancellation.

CPA Educational Requirements (Florida)

Listed below are the Florida educational requirements that an applicant needs to qualify as a candidate for the Certified Public Accountant's (CPA) examination. The applicant must:

- Be a graduate of a regionally accredited undergraduate institution (the Florida Board of Accountancy has listed its acceptable regional accrediting agencies)
- Have 10 courses (30 semester hours) above the minimum courses required at his or her undergraduate institution

(these need not be graduate courses, but most candidates take graduate courses and complete their graduate degrees)

- Have 12 courses (36 semester hours) of accounting above the principles of accounting level. These must include:
 - 2 courses (6 semester hours) in taxation
 - 2 courses (6 semester hours) in auditing
 - 4 courses (12 semester hours) in financial and cost accounting
 - 4 courses (12 semester hours) of accounting elective
 - 2 courses (6 semester hours) of business law.

Nova advisers will be delighted to review each applicant's transcript(s) and help plan a program that does not contain duplicated courses and that should meet Florida educational requirements. The Florida Board of Accountancy does a complete analysis of all transcripts submitted by each CPA examination candidate and, of course, is the final authority.

The board's address is:

Florida Board of Accountancy
4001 NW 43rd Street, Suite 16
Gainesville, Florida 32606
(904) 336-2165

CMA Requirements

Admission to the CMA (Certified Management Accounting) program requires that the applicant be of good moral character, agree to abide by the Standards of Ethical Conduct for Management Accountants, be employed or expect to be employed in management accounting, and meet one of the following measures of educational attainment:

1. Hold a baccalaureate degree in any field of study from a regionally accredited college or university. Degrees from foreign institutions must be evaluated by an independent agency.
or
2. Achieve a score on either the Graduate Record Examination or the Graduate Management Admission Test satisfactory to the Credentials Committee of the ICMA.
or
3. Hold a CPA certificate or professional qualification comparable to the CMA or CPA issued in a foreign country.

In addition to passing the CMA examination, a candidate for the certificate must have two continuous years of professional experience in management accounting. The experience requirement may be completed prior to or within seven years of the date the CMA examination is passed. Professional experience is employment in positions at a level at which judgments are regularly made that employ the principles of management accounting.

All inquiries regarding the CMA program should be addressed to:

Institute of Management Accountants
10 Paragon Drive
Montvale, New Jersey 07645-1759
(201) 573-6300

The CFP Program

CFP and Certified Financial Planner are certification marks of the International Board of Standards and Practices for Certified Financial Planners (IBCFP). Nova University's program meets the standards promulgated by the IBCFP and students enrolled in the financial planning courses will be allowed to sit for the CFP examinations.

The right to use the marks CFP and Certified Financial Planner is granted by the IBCFP to those persons who have met its rigorous educational standards, passed the IBCFP Certified Financial Planner Examinations, satisfied a work experience requirement, and agreed to the IBCFP Code of Ethics. Only persons registered with the IBCFP are permitted to sit for CFP examinations. CFP certificates are issued only by the IBCFP.

CFP Requirements

The International Board of Standards and Practices for Certified Financial Planners (IBCFP) certification requirements can be summarized under the following headings:

- **Education**

A candidate must enroll in a college or university that has registered its financial planning program with the IBCFP.

- **Examination**

The CFP examination is composed of six separate parts. Currently, CFP candidates take one or two parts of the examination at one sitting after they have completed the appropriate

coursework. To become a CFP, a candidate must pass all six parts of the examination.

- **Experience**

Before the candidate can obtain certification, he or she must have at least three years' full-time (or equivalent part-time) relevant work experience in situations that require the active use of knowledge, skills, and abilities taught in the financial planning concentration. The experience requirement for those who complete the master of accounting program concentration in financial planning is reduced to one year.

- **Ethics**

CFP candidates must agree to uphold the IBCFP Code of Ethics and affirm this by signing the IBCFP Declaration. Candidates are also required to disclose any investigations or legal proceedings related to their professional or business conduct.

All inquiries regarding the CFP program should be addressed to:

International Board of Standards and Practices
for Certified Financial Planners (IBCFP)
5445 D.T.C. Parkway, Suite P-1
Englewood, Colorado 80111
(303) 830-7543

**TYPICAL SEQUENCING
MASTER OF ACCOUNTING--
PUBLIC ACCOUNTING CONCENTRATION**

	First Year	Second Year
BLOCK IV (FALL)	GMP 5731 GMP 5761	GMP 57XX
BLOCK I (WINTER)	* GMP 5715	* GMP 5781
BLOCK II (SPRING)	GMP 5711 GMP 5762	GMP 5782 GMP 5751
BLOCK III (SUMMER)	GMP 5712 GMP 5733	GMP 5729

*Many students in this concentration will be working in public accounting. During the busy season, Saturday work may be required. They might wish to take a reduced load or no load at all during this block.

**TYPICAL SEQUENCING:
MASTER OF ACCOUNTING--
TAX ACCOUNTING CONCENTRATION**

	First Year	Second Year
BLOCK IV (FALL)	GMP 5731 GMP 5761	GMP 5764
BLOCK I (WINTER)	GMP 5766 GMP 57XX	GMP 5769
BLOCK II (SPRING)	GMP 5711 GMP 5762	GMP 5763 GMP 5767
BLOCK III (SUMMER)	GMP 5712 GMP 5733	

TYPICAL SEQUENCING
MASTER OF ACCOUNTING--
MANAGERIAL ACCOUNTING CONCENTRATION

	First Year	Second Year
BLOCK IV (FALL)	GMP 5731 GMP 5761	GMP 5737
BLOCK I (WINTER)	GMP 5735	GMP 57XX
BLOCK II (SPRING)	GMP 5711 GMP 5762	GMP 5734 GMP 5736
BLOCK III (SUMMER)	GMP 5712 GMP 5733	GMP 5739

TYPICAL SEQUENCING
MASTER OF ACCOUNTING--
FINANCIAL PLANNING CONCENTRATION

	First Year	Second Year
BLOCK IV (FALL)	GMP 5731 GMP 5761	GMP 5790 GMP 5791
BLOCK I (WINTER)		GMP 5792 GMP 5793
BLOCK II (SPRING)	GMP 5711 GMP 5762	GMP 5794 GMP 5795
BLOCK III (SUMMER)	GMP 5712 GMP 5733	

**TYPICAL SEQUENCING
MASTER OF ACCOUNTING--
COMPUTER INFORMATION SYSTEMS CONCENTRATION**

	First Year	Second Year
BLOCK IV (FALL)	GMP 5731 GMP 5761	GMP 5746** GMP 5747
BLOCK I (WINTER)		GMP 5749
BLOCK II (SPRING)	GMP 5711 GMP 5762	GMP 5751** GMP 5744
BLOCK III (SUMMER)	GMP 5712 GMP 5733	GMP 5743** GMP 5745

****Students will usually pick only two of these three courses.**



Division of Public and Social Services Administration

THE INSTITUTE FOR HEALTH SERVICES ADMINISTRATION

The Institute for Health Services Administration provides degree and nondegree educational programming for professionals in the health care industry. Institution-based training programs, public awareness seminars and symposiums, and the Master of Science in Health Services Administration constitute this Institute's offerings. The programs are delivered on campus, as well as on-site in health care facilities in South Florida and throughout the state.

MASTER OF SCIENCE IN HEALTH SERVICES ADMINISTRATION

Program Objectives

The Nova University M.S./H.S.A. degree program is an innovative program featuring learning and delivery systems designed for adult working professionals who desire to increase their management effectiveness. The program curriculum consists of management courses and specialized courses in the health services field. Students who have practical health services experience complete their degree, after satisfying coursework requirements, by writing a four-credit research project or by participating in a weeklong workshop, dealing with productivity improvement, on the main campus. An internship is also available.

Students without previous health services experience complete their degree, after satisfying coursework requirements, by serving an internship.

Program Philosophy

The program emphasizes an activist, interventionist mission to serve the professional, developmental, and educational needs of a broad segment of public and private sector health service institutions. The overriding goal of the program is to enhance the administrative effectiveness and productivity of managerial and premanagerial personnel.

Program Schedule

The program utilizes the nontraditional weekend format with class meetings on Friday evenings and Saturdays, both on campus and at locations convenient to the student's home. Classes are scheduled in 13-week blocks or semesters. Classes for each course meet every second or third weekend. Students generally enroll in two courses per block. The entire degree program may be completed in as few as 21 months. Courses are scheduled in logical sequence so that a student is able to track her or his entire program at the time of admission to the program. The program can be delivered on location to a minimum of 25 students.

The Curriculum

Students may enroll in courses in any order. Courses are typically scheduled on a rotational basis as listed, with the exception of certain courses that are required in other master's degree programs, which are offered every term or every other term, such as Organizational Behavior and Development and Microcomputer Applications in Management.

GMP 5020	Organizational Behavior and Development
GMP 5420	Current Issues in Health Services
GMP 5443	Economics of Health Services
GMP 5440	Health Policy Development
GMP 5430	Health Administration and Management
GMP 5435	Health Care and the Law
GMP 5471	Planning, Budgeting, and Control in Healthcare
GMP 5445	Health Research and Evaluation
GMP 5951	Microcomputer Applications in Healthcare Administration
GMP 5447	Marketing in Healthcare Organizations
GMP 5410	Health Systems: Structure and Organization
GMP 5081	Health Care Finance
GMP 5109	Internship, or
GMP 5100	Master's Project, or
GMP 5102	Productivity Improvement Workshop

Faculty

All M.S./H.S.A. courses are taught by professors with advanced academic qualifications as well as practical experience in the health service field. A national core adjunct faculty augments Nova's full-time professional staff. The diverse backgrounds and years of experience of the faculty facilitate in-depth discussion across a broad spectrum. A special effort is made to integrate practical with theoretical points of view.

Degree Requirements

To complete the M.S./H.S.A. program, a student with health service experience is required to complete successfully 40 specified credit hours of study. A master's project or capstone workshop dealing with productivity improvement is included in the 40 credits. A student without any health service experience enrolls in an internship.

Program Admission Requirements

Applicants must:

1. Hold a baccalaureate degree from a regionally accredited college or university;
2. Have earned three semester hours of undergraduate or graduate work in each of the following categories: accounting, finance, and computer literacy;
3. Perform satisfactorily on the Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE);
4. Provide three letters of recommendation; and
5. Submit a completed application form accompanied by a \$30 nonrefundable application fee.

Program Tuition and Fees*

Application Fee (nonrefundable)	\$ 30.00
Registration Fee (per term)	\$ 20.00
Tuition (per credit hour)	\$ 275.00
Graduation Fee	\$ 30.00

*Tuition and fees are subject to change without notice.

Financial Assistance

Students who may be eligible for Veterans Administration benefits are invited to consult the VA counselor at the University. In many cases tuition is reimbursed by employers.

Transfer Policy

M.S./H.S.A. applicants are permitted to transfer up to six credits (two courses) from work completed in master's programs at other regionally accredited institutions, provided they have not been applied toward a previously earned degree. The transferred credits must have been completed within the last five years with a grade of "B" or better and bear an equivalent course content and level to the Nova coursework. Application for transfer credit must be made at the time of admission to the program.

MASTER OF PUBLIC ADMINISTRATION

Program Objectives

The Nova University Master of Public Administration (M.P.A.) degree program is a dynamic program featuring learning and delivery systems designed for practitioners of public administration who wish to enhance their management effectiveness. The program curriculum contains a common core of five required courses, and the seven remaining courses emphasizing various aspects of public policy making. Academic thrust of the master of public administration program leads the student to greater appreciation of the significance of sound managerial practices in the public domain. The student completes his or her degree program by writing a four-credit-bearing analytical research project, or by participating in a weeklong workshop dealing with productivity improvement skills and techniques, or by serving as an intern in a government agency.

Program Philosophy

The Master of Public Administration program emphasizes a three-fold series of concerns for the professional public administrator: academic growth, analytical proficiency, and professional managerial development. The program focuses on the enhancement of a student's familiarity with ideas and concepts relating to public policy analysis and finance; the program builds student competencies in the techniques of modern management; and the program enhances student sensitivity to issues relating to elements of a public management ethic.

The Curriculum

To ensure adequate planning, scheduling, and sequencing, the school strongly urges students to register for courses in the order listed below.

GMP 5012	Management: Theory and Application
GMP 5020	Organization Behavior and Development
GMP 5905	Microcomputer Applications in Business
GMP 5030	Human Resource Management
GMP 5040	Quantitative Methods in Management
GMP 5050	Managerial Economics for Decision Making
GMP 5082	Public Administration Finance
GMP 5450	Public Administration Theory and Practice
GMP 5460	Administrative Law
GMP 5470	Planning, Budgeting, and Control
GMP 5480	Public Policy Analysis and Procedure
GMP 5495	Leadership in Public Administration
GMP 5100	Master's Project or
GMP 5109	Internship

MASTER OF SCIENCE IN HUMAN SERVICES

Program Objectives

The Nova University Master of Science in Human Services (M.S./H.S.) degree program is a professional program designed to provide educational opportunities to someone currently employed in a public or private human services setting. It is also for someone who is seeking to obtain academic training for a professional role in the field but who does not have previous experience. The curriculum is based on competencies considered essential for the caseworker, middle-line manager, or casework supervisor to be able to provide appropriate, comprehensive services to individuals and groups seeking aid within the broad human services delivery system. Coursework provides the student with theoretical knowledge and a practical skill base in casework, the human services delivery system, community interaction, management, and various specialization areas.

Program Philosophy

The Master of Science in Human Services program emphasizes an activist, interventionist mission to serve the professional, developmental, and educational needs of a broad segment of the public and private sector institutions dealing with human services delivery. The program focuses on the role of the individual as a change agent in the human services management process. The overriding goal of the program is to enhance effectiveness and quality of managerial and premanagerial personnel in the human services delivery system.

The Curriculum

Students are advised to register for courses as they are scheduled throughout the academic year.

GMP 5011	Community Needs and Social Support Systems
or	
GMP 5116	Community Services and Mental Health Systems
GMP 5020	Organization Behavior and Development
GMP 5218	Theory and Practice in Working with Individuals
GMP 5219	Theory and Practice in Working with Groups
GMP 5220	Interpersonal and Intergroup Dynamics
GMP 5400	Grants and Contracts
GMP 5460	Administrative Law
GMP 5480	Public Policy Analysis and Procedure
GMP 5491	Management Practices in the Nonprofit Sector
GMP 5121	Working with Elderly
GMP 5155	Death, Dying and Bereavement
GMP 5631	Aging and the Family
GMP 5100	Master's Project - four credits
or	
GMP 5102	Productivity Improvement Workshop - four credits
or	
GMP 5109	Internship (Field Placement) - four credits

INSTITUTE FOR THE STUDY OF AGING

America is aging. Increases in life expectancy coupled with decreases in birthrate have resulted in a major shift in the population. Currently, one out of every nine Americans is elderly, and projections indicate that, by the year 2020, every fourth American will be elderly. This unprecedented growth in the number of older Americans provides a critical challenge to our society, our value systems, and our public policy decisions. Clearly, we are at a major crossroads, and decisions we make today will have a profound impact on quality-of-life issues for all Americans.

Recognizing that the creation of a framework for positive change is dependent on both research and education, Nova University established the Institute for the Study of Aging in 1987. The Institute's goals focus on the promotion of research and education within an environment that strives to apply that knowledge to improving the quality-of-life for all elderly citizens. The Institute is concerned with a broad range of issues that affect the lives of older people. In addressing aging from a quality-of-life perspective, the Institute focuses on the development and implementation of innovative and creative programs for all people as they enter their later years.

In addition to programs leading to the Master of Science and Certificate in Gerontology, the Institute for the Study of Aging provides community-based educational programs for older adults, in-service training for health care providers, and employee training programs for organizations that deal with the elderly. The Institute also conducts research, works directly with community organizations for the elderly, and provides consulting services to both the public and private sector.

MASTER OF SCIENCE IN GERONTOLOGY

Program Objectives

The Nova University Master of Science in Gerontology degree program provides a course of study that emphasizes the practical application of knowledge. Students are provided with a broad spectrum of educational experiences to prepare for leadership positions within the field of gerontology. During their first year of study, students are encouraged to view the study of aging from a relatively broad multidisciplinary perspective. This provides

students with a framework to identify individual, educational, and career objectives. During the second year of study, students are provided with an opportunity to specialize in a course of study best suited to meet identified goals and objectives.

Program Philosophy

Recognizing that the creation of a framework for positive change is dependent upon both research and education, the multidisciplinary Master of Science program in Gerontology encourages students to develop creative applications for their knowledge. In addressing aging from a quality-of-life perspective, the Program focuses on the development and implementation of innovative and creative programs for all people as they enter their later years.

The Curriculum

Students enrolled in the master's program are required to complete 40-credit hours of instruction.

GMP 5013	Bio-Physiological Aspects of Aging
GMP 5014	Health, Nutrition and Exercise in Aging
GMP 5021	Sociological Aspects of Aging
GMP 5031	Psychological Aspects of Aging
GMP 5040	Quantitative Methods
GMP 5041	Social Policy and Economics of Aging
GMP 5116	Community Services and Mental Health Systems
GMP 5121	Working with the Elderly
GMP 5155	Death, Dying and Bereavement
GMP 5203	Administration and Management in Gerontology
GMP 5400	Grants and Contracts
GMP 5631	Aging and the Family
GMP 5100	Master's Project - four credits
or	
GMP 5102	Productivity Improvement Workshop - four credits
or	
GMP 5109	Field Placement (Internship) - four credits

The Field Placement requirement is one four-credit-hour course totaling 200 contact hours in the field.

Division of Executive Development

THE BANKING INSTITUTE

The Banking Institute is concerned with responding to staff development needs of financial industry organizations. The program focuses attention on various disciplines that the financial community deems current and important to the overall development of its professional staff members. The curriculum includes commercial lending principles, asset/liability management, retail banking, bank marketing, credit training, executive bank management, commercial construction/real estate lending, and microcomputer application to the financial institution, real estate loan processing, bank director development, sales training, and bank supervisory training. A significant thrust to the Institute is the high-quality faculty, which comprises outstanding bankers and savings and loan professionals. Over 50 senior-level financial institution executives teach state-of-the-art disciplines.

By focusing on real life and applied situations, the Institute moves toward its goal of delivering high-quality developmental programs to meet the current and future needs of banks and savings and financial institutions in Florida.

The Institute now has the capacity to design customized training and development programs for specific financial institutions. These programs are integrated into the institution's in-house training program.

The overall effectiveness of the Institute is enhanced by the direction and advice of an advisory board comprising executive-level professionals representing the financial community.

WORKSHOPS, SEMINARS, AND SCHOOLS

Advanced Credit and Financial Analysis for Commercial Lenders

A 36-hour program designed for commercial lending officers who wish to enhance their capacity to make sound decisions in the credit analysis and loan process. The curriculum includes principles of credit investigation and analysis, sources of repayment, types of financial statements, goals, methods, and tools of

analysis, projection and cash flows, and working capital analysis. Instructors include highly experienced senior bank officers from leading Florida banks.

School for Real Estate Construction Lending

A five-day workshop that presents the real estate commercial/construction function from the construction phase through the permanent loan stage. Concentration is focused on issues including project and loan application process, loan underwriting, appraising, loan structure, the commitment letter, real estate loan documentation, real estate law, problem loans, workout, and recovery. Instructors include real estate/construction lending executives, builders, developers, regulators, attorneys, appraisers, and insurance specialists.

School for Commercial Lending

A five-day comprehensive workshop on commercial (business financing) lending principles. Topics include the various types of commercial loans, analyzing collateral values, structuring credit facilities, loan pricing/profitability analysis, lending regulations and compliance, loan agreements, developing loan documentation and administration, the impact of bankruptcy laws, loan participation, loan reviews, and workout. Highly knowledgeable senior commercial leaders make up the faculty.

School for Asset/Liability Management

A four-day specialized workshop designed to allow bankers to work with various asset/liability portfolios and funds management policies and to execute sound decisions in asset/liability plans and strategies. Areas of concentration include measurement of the interest rate sensitivity gap, liability management, management of the interest rate sensitivity gap, deregulation and pricing, determination of the cost of funds, asset management techniques, hedging techniques with financial futures, asset management modeling, and organizing the ALCO. Instructors are senior asset/liability-management executives throughout the United States.

School for Residential Mortgage Processing

This 40-hour course is a well-designed and practical training system for residential mortgage processing professionals. The program, based on actual case studies, provides training in all aspects of residential mortgage processing. It provides insight into the original application process impacted by regulations, the physical processing of the loan placed, and the issues of verification, documentation, and the underwriting process. The faculty comprises several highly-qualified mortgage-processing professionals.

THE BANKERS' EXECUTIVE M.B.A. PROGRAM

Program Objectives

The Nova University Bankers Executive M.B.A. program is an innovative and unique program featuring learning and delivery systems designed for middle- and upper-management professionals employed in commercial banking, savings and loan institutions, credit unions, and regulatory agencies. The program blends theoretical business management disciplines with professional and "cutting edge" banking industry subjects in a format specifically tailored to enhance the learning needs of professionals who must cope with time constraints. The program curriculum contains a common core of required courses emphasizing various methods of quantitative decision making for bankers, as well as an array of quality banking schools (seminars, workshops, and symposiums). Academic initiatives of the Nova University Bankers Executive M.B.A. Program are designed for increased academic growth, analytical proficiency, and relevant development of the banking professional.

A Key Issue

Because of demands of deregulation, evolving marketplace competition, technological innovation, and national banking, the leaders of banks or savings and loan institutions must develop capabilities to comprehend cause and effect and plan alternative response strategies. These strategies can be formed only by knowledgeable professionals.

Program Philosophy

The Bankers Executive M.B.A. Program emphasizes an activist, interventionist mission to serve the professional development and educational needs of a specific segment of the financial institution field.

Today's financial world requires forward-looking managers of change--men and women who can plan to meet periods of uncertainty, understand human behavior, solve problems, and get solid results. Creating an atmosphere to meet the demands of our times, through leadership training and learning, requires uniqueness and experience. The program focuses on the role of the individual in the organizational management process. The overall goal of the program is to enhance the organizational effectiveness and productivity of bank managerial personnel.



Program Schedule

The program utilizes a nontraditional Saturday format. Classes are scheduled every other Saturday and occasionally on successive Saturdays. Participants enroll in two courses per quarter. Workshops and seminars that augment the program are offered in periods of three to five consecutive days. Courses are scheduled in logical sequence so that participants can track the entire program at the time of admission.

The Curriculum

The program curriculum is delivered in the sequence listed. Since the program is operated on a closed cluster basis, students are permitted to enter the program only at the start of a new sequence of courses. Generally, new clusters are started when 15 students are recruited. New clusters are targeted to start in the months of January, April, July, and October each year.

BANKERS EXECUTIVE MBA CURRICULUM PROFILE

Credits

GMP 5020	Organizational Behavior and Development	3
GMP 5062	Bank Accounting	3
GMP 5030	Human Resource Management	3
GMP 5050	Managerial Economics	3
GMP 5862	Current Issue Symposium	1
GMP 5830	Retail Banking	3
GMP 5080	Financial Management	3
GMP 5861	Bank Management Computer Simulation	1
GMP 5022	Bank Credit Analysis	3
GMP 5851	Lending Management	3
GMP 5835	Strategic Marketing	3
GMP 5863	Commercial Lending	3
GMP 5870	Real Estate Construction Lending Seminar	3
GMP 5090	Business Policy	3
GMP 5102	Productivity Workshop	4

Faculty

All Bankers Executive M.B.A. Program courses are conducted by professors with advanced academic qualifications as well as extensive practical experience in business and banking. A core adjunct faculty including senior bankers, savings and loan executives, regulators, attorneys, economists, and others augment the University's full-time professional staff. The diverse backgrounds and years of banking, finance, and general business of the faculty facilitate in-depth discussion across a broad spectrum. A special effort is made to integrate practical bank-related issues with theoretical points of view.

Degree Requirements

To complete the Bankers Executive M.B.A. Program, a participant is required to complete successfully 42 specified credit hours of study.

Program Admission Requirements

Each applicant must:

1. Hold a baccalaureate degree from a regionally accredited college or university;
2. Have earned three semester hours of undergraduate work in each of the following disciplines: statistics, economics, accounting, marketing, and finance;
3. Perform satisfactorily on the Graduate Management Admission Test (GMAT);
4. Provide three letters of recommendation; and
5. Submit a completed application form accompanied by a \$30 nonrefundable application fee.

Candidates for the Saturday program should have five years of work experience, with three years or more in a managerial position. Executives applying for and being admitted to the program are expected to hold a bachelor's degree. However, a limited number of executives who lack such a background will be considered for admission if their credentials indicate an unusually strong probability for success in the program.

Program Tuition and Fees*

The program cost is \$285 per credit hour. This cost includes:

Registration Fee
Tuition (per credit hour)
Graduation Fee
Seminar Cost
Seminar Meals
Symposium Attendance

*Tuition and fees are subject to change without notice.

Financial Assistance

Students who may be eligible for Veterans Administration benefits are invited to consult the VA counselor in the registrar's office at the University. In many cases tuition is reimbursed by the student's organization. Students should contact their personnel office to determine what financing may be available. Various student loan programs are available through Nova University.

Transfer of Credits

Bankers Executive MBA Program applicants are permitted to transfer up to six (6) credits (two courses) from work completed in master's programs at other accredited institutions, provided they have not been applied toward a previously earned degree. The credits in question must have been completed within the last five years with a grade of "B" or better and bear an equivalent course content and level to the Nova coursework. Application for transfer credit must be made at the time of admission to the program.

THE REAL ESTATE INSTITUTE

THE EXECUTIVE M.B.A. PROGRAM IN REAL ESTATE DEVELOPMENT AND MANAGEMENT

Program Objectives

The Nova University Executive M.B.A. Program in Real Estate Development and Management is an innovative and unique program designed to serve the Florida community involved with real estate. The program is primarily designed for middle- and upper-level professionals in commercial and residential property management, owners, mall managers, developers, brokers, architects, engineers, designers, attorneys, appraisers, insurance executives, and other segments of the industry.

The objectives of the Nova University Executive M.B.A. Program in Real Estate Development and Management are to provide real estate professionals academic growth, analytical proficiency, and the ability to master current issues and concerns necessary for their total development.

The Key Issue

During the past 20 years, the development of investment property (office buildings, multifamily residences, shopping centers, malls, hotels, industrial property, and raw land) has evolved into a discipline requiring "cutting edge" knowledge of markets, complex financial sources, property management, and scientific analytical methods.

Successful leaders in the field must possess the capability to assemble and manage a complex array of resources and services. They must understand and forecast economic trends, identify opportunities, assemble land, gain access to and select from among numerous complex structures that are sources of finance, obtain necessary regulatory approvals, participate in design, direct the managers of the construction process, market their product, and manage the completed property. Real estate leaders shape urban environments and add to the economic bases and tax revenues of their communities. Thus, they have major responsibilities to both themselves and society.

As the complexity of the real estate development and management process increases and as the variety of institutions and organizations entering into the real estate field multiplies, the need for structured and sustained specialized graduate-level education becomes more critical.

Program Philosophy

The Executive M.B.A. Program in Real Estate Development and Management emphasizes an activist role in serving the professional development and educational needs of a specific segment of the real estate field--the middle- and upper-management professional. It focuses on the role of the individual in the organizational real estate development and management process. The overall goal is to enhance the organizational effectiveness and productivity of real estate personnel and processes. By creating an atmosphere of leadership, training, and learning, the program aids in developing forward-looking managers of changing real estate environments. These men and women can plan to solve problems, deal with periods of uncertainty, understand human behavior, and achieve solid results.

Program Schedule

The program utilizes a nontraditional Saturday format to suit the needs of its employed real estate development and management executives. Classes are scheduled for 8 of the 12 Saturdays in a term. There are four 12-week terms, with a 1-week break between them, in each calendar year. Usually, students may enter the program at the beginning of any term. Courses are scheduled in a logical sequence, taking into account prerequisites, so that students can track the entire program at the time of admission. Students can complete the program within 18 months.

Workshops, seminars, and symposiums that augment the program are offered in one- to five-day periods.

Faculty

The Executive M.B.A. Program in Real Estate Development and Management courses are conducted by professors with advanced academic qualifications as well as extensive practical experience in business and real estate management. A core adjunct faculty, including senior real estate management professionals, attorneys, economists, engineers, architects, bankers, contractors, insurance executives, and others, augments the University's full-time professional staff. The diverse backgrounds and years of real estate management, law, engineering, architecture, and general business facilitate indepth discussion across a broad spectrum. A special effort is made to integrate practical real estate development and management-related issues with theoretical points of view.

Degree Requirements

To complete the Executive M.B.A. Program in Real Estate Development and Management, a participant is required to complete, successfully, 42 specified credit hours of study.

Program Admission Requirements

Applicants must:

1. Hold a baccalaureate degree from an accredited college or university, or the equivalent based on professional accomplishments
2. Have earned three semester hours of undergraduate work in each of the following disciplines: statistics, economics, accounting, marketing, and finance*
3. Perform satisfactorily on the Graduate Management Admission Test (GMAT)
4. Provide three letters of recommendation
5. Submit a completed application form accompanied by a \$30 nonrefundable application fee
6. Interview with the Program Director.

Program Tuition and Fees*

The program cost is \$285 per credit hour. This cost includes:

Registration Fee

Tuition (per credit hour)

Graduation Fee

Seminar Cost

Symposium Attendance

*Prerequisite deficiencies may be met in several ways.

The above program cost includes all 42 graduate credits as well as noncredit prerequisite seminars in the areas of statistics, economics, accounting, marketing, and finance. Students are charged no other fees except their nonrefundable application fee and a commencement cap and gown fee. Students are responsible for the purchase of their text materials.

Financial Assistance

Students who may be eligible for Veterans Administration benefits are invited to consult the VA counselor in the registrar's office at the University. In many cases, tuition is reimbursed by the sponsoring company. Various student loan programs are also available. Students should contact the Office of Student Financial Aid to determine what financing may be available for them.

Several Excellent Reasons Why You Should Enroll in the Executive M.B.A. Program in Real Estate Development and Management

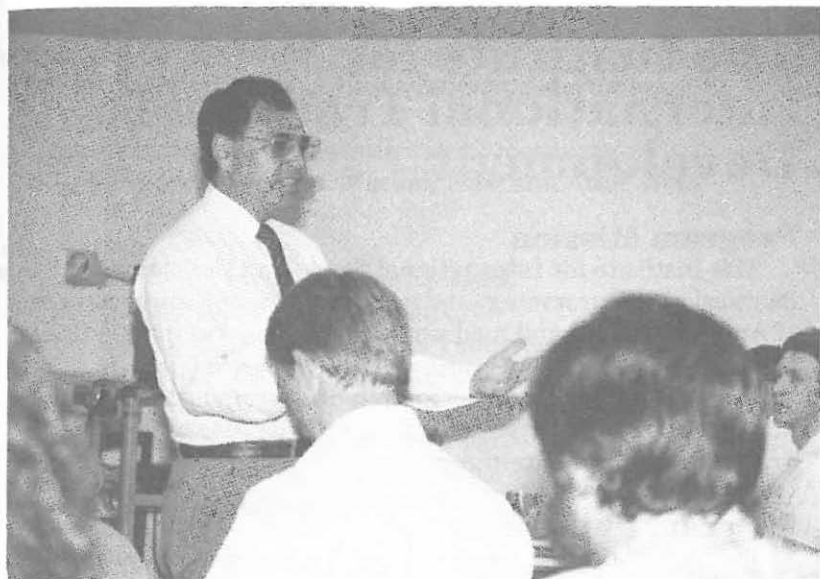
1. The program has a Saturday format.
2. The entire program of 42 credit hours can be completed in 18 months.
3. The program is specifically designed for the professionals in the real estate development and management community in your region. You interact with your peers.
4. There are low student-to-professor ratios.
5. Case studies and class participation are stressed. You are part of the education process.
6. Professors are principally selected from the real estate development and management field. You are taught by working professionals.
7. The program blends theoretical business management disciplines with professional "cutting edge" real estate development and management subjects, such as real estate management computer simulation modeling.
8. The curriculum is fixed. You can schedule your entire program from the beginning.
9. You formally evaluate your professor, text, and coursework in every course you take.
10. The program was designed and is monitored by real estate development and management related professionals serving on the Advisory Board.
11. Credential files for prospective employers can be established in the alumni office.
12. There is personalized counseling throughout the program. Student problems and issues are addressed on a one-on-one personal basis, not by memo.
13. The Fort Lauderdale main campus is conveniently located at State Road 84, Interstate 595, and Florida's Turnpike.

Transfer of Credits

Program applicants are permitted to transfer up to six (6) credits (two courses) from work completed in master's programs at other accredited institutions. The credits in question must have been completed within the last five years with a grade of "B" or better and have an equivalent course content and level to the Nova coursework. Application for transfer credit must be made at the time of admission to the program.

Executive M.B.A. Program in Real Estate Development and Management Program Curriculum Profile

	Credits
GMP 5020	Organizational Behavior and Development..... 3
GMP 5030	Human Resource Management 3
GMP 5872	Market Analysis and Site Selection 3
GMP 5874	Real Estate Economics 3
GMP 5876	Managerial Accounting and Reporting in Real Estate 3
GMP 5878	Marketing Management for Real Estate 3
GMP 5880	Real Estate Finance: Instruments, Institutions, and Investment Analysis 3
GMP 5894	Legal Issues in Real Estate Development and Management 3
GMP 5882	Construction Technology and the Building Development Process 3
GMP 5884	Urban Infrastructure and Environmental Services 3
GMP 5886	The Regulation of Real Estate Development and Management 3
GMP 5870	Real Estate Construction Lending 3
GMP 5892	Current Issues Symposium 2
GMP 5888	Real Properties Management..... 3
GMP 5896	Ethics and the Developer 1



Program Alternatives

The Executive M.B.A. Program in Real Estate Development and Management is specific and unique and thus will not fulfill the needs of all those in the real estate community. Please inquire at the Real Estate Institute concerning:

- An M.B.A. with a real estate development and management specialty and certification (12 real estate development and management course credit hours)
- An M.B.A. with real estate development and management electives (9 real estate development and management course credit hours)
- A second M.B.A. program (first M.B.A. received from Nova University) (21 real estate development and management course credit hours)
- a second M.B.A. program (first M.B.A. earned from a school other than Nova University) (30 real estate development and management course credit hours)

The Real Estate Institute is a member of the Executive M.B.A. Council, which is affiliated with the American Assembly of Collegiate Schools of Business.

The Institute for International Trade and Development

Program Mission

The Institute for International Trade and Development has as its mission the promotion and enhancement of the effectiveness of American small and medium sized business in international trade.

In part, this mission is accomplished through the Institute's non-credit seminar offerings. The Institute also offers credit programs and consultant services.

Program Philosophy

Institute participants receive intensive, practical instruction in areas of international business pertinent to international trade. The program provides up-to-date information on important and timely issues such as the European Community in 1992, the Caribbean Basin Initiative, and joint venturing with Soviet partners. Specific areas of professional concern (e.g. documentation, marketing) are reviewed to provide participants with useful knowledge and skills that can be directly applied in business.

The Curriculum

Participants choose sources which meet their particular business needs. A non-degree certificate program in international business is currently being designed that will provide an overview of finance, marketing, management, current issues, transportation, and legal matters of concern to the international business community.

The Institute also offers in-house training for mid- and upper-level executives seeking to broaden their exposure to international business.

A "business language" series offering instruction in Spanish, Japanese, German, and other foreign languages and information on doing business in those respective countries will begin soon.

Courses currently offered:

- "Going International: A Basic Guide to International Business."
- "Export/Import Documentation and Procedures"
- "The European Common Market, Now and After 1992"

New Courses:

- "International Marketing and Research"
- "U.S. Customs Laws and The Importer"
- "Structuring U.S./U.S.S.R. Joint Ventures"
- "Ramification of the SEA on American Banks and Financial Institutions"
- "International Business Executive Certification Course"
- "The Caribbean Basin: Opportunities"
- The Business Language series

Several courses and trade missions which will provide instruction and business introduction also are being planned.

MASTER'S PROGRAMS COURSE DESCRIPTIONS

Key to Abbreviation for Courses

- AC-- Required, M.Acc. Program
- CJ-- Required, M.S./C.J. Program
- CR-- Core course; M.B.A., M.P.A., M.S./H.R.M. Program
- EL-- Elective
- EX-- Required, Bankers Executive M.B.A. Program
- HR-- Required, M.S./H.R.M. Program
- HSA-- Required, M.S./H.S.A. Program
- HS-- Required, M.S./H.S. Program
- IB-- Required, M.I.B.A. Program
- MM-- Required, M.S./M.A.M. Program
- MB-- Required, M.B.A. Program
- MP-- Required, M.P.A. Program
- PF-- Program Foundation Course
- RE-- Required, Real Estate Program

Courses required for one program may be taken as electives in another program.

GMPF 4001 Computer Literacy (PF) 3 cr.

Introduction to computers provides knowledge of the use of computers and microcomputers in various business environments.

GMPF 4002 Cost Accounting (PF) 3 cr.

The role of cost accounting as a tool for managerial decision making; cost volume-profit analysis, job order costing, and absorption costing. Application of these skills to the overall operation of a business.

GMPF 4003 Intermediate Accounting I (PG) 3 cr.

A continuation and expansion of Principles of Accounting. The concepts underlying valuation, accounting for leases, and accounting for warranty costs; application of these concepts to financial statement presentation.

GMPF 4004 Intermediate Accounting II (PF) 3 cr.

A continuation and expansion of Intermediate Accounting I. The conceptual foundations of sources and applications of funds from both a cash and working capital basis, reporting earnings per share, and accounting for other selected transactions.

GMPF 4005 Advanced Accounting (PF) 3 cr.

A continuation and expansion of Intermediate Accounting II. Accounting principles for consolidations and combinations, accounting for branches, accounting for liquidations, accounting for nonprofit organizations, and other selected topics.

GMPF 5000 American Government (PF) 3 cr.

A survey of the fundamental principles of American government, as well as the institutions of governance: the presidency, Congress, judiciary, bureaucracy, political parties, elections, and interest groups. The course reflects a public policy orientation. Course satisfies program prerequisite of American government in M.P.A. program.

GMPF 5001 Introductory Accounting (PF) 3 cr.

An accelerated introductory course stressing the essential elements of accounting skills that will be used in the master's program. Managerial uses of accounting data and preparation of financial statements will be covered in this course. Course satisfies program prerequisites of financial accounting for the master's program.

GMPF 5002 Introductory Quantitative Analysis (PF) 3 cr.

Review of college algebra and elementary calculus, probability theory, and statistical analysis. Course satisfies program prerequisite for master's programs.

GMPF 5003 Introductory Economics (PF) 3 cr.

This course is designed to acquaint the student with economic issues of the day, e.g., inflation and recession as they impact on family and national income. Students shall recognize relationships between prices, wages, profits, and supply and demand as they influence daily lives. Course satisfies program prerequisite of economics for master's programs.

GMPF 5004 Introductory Psychology (PF) 3 cr.

Undergraduate basic concepts and methods; focuses on the individual and conditions that influence behavior. Covers biological foundations of behavior, growth and development, learning, individual differences, perception, and motivation. Course satisfies program prerequisite of psychology for master's programs.

GMPF 5005 Introductory Marketing (PF) 3 cr.

This is a survey of the essentials of marketing. Covers the nature of marketing and its environment, selecting target markets, marketing research, customer behavior, and forecasting sales. Emphasis on marketing strategy planning. Course satisfies the program prerequisite for master's programs.

GMPF 5008 Principles of Finance (PF) 3 cr.

A survey of the essentials of finance and its environment. Financial management as it applies to organizations; ratio analysis; leverage; working capital management; capital budgeting; capital structure; and other concepts as they apply to business organizations. Course satisfies program prerequisite of finance for master's programs.

GMPF 5009 Business Communications: Strategies and Skills (PF) 3 cr.

The purpose of this course is to help students become confident and effective writers in all writing situations. Techniques of critical reading and writing for graduate level work are emphasized. Required at the discretion of the admissions committee.

GMP 5010 The Political and Legal Environment of Organizations (EL) 3 cr.

Description and analysis of the business/government interface in the United States. The course covers the following areas: public goods and public policy, the actors in public policy games, ruling class domination in America, public policy and the public interest, the nature of the corporate economy in the United States, and the social responsibility of business in a democratic society.

GMP 5011 Community Needs and Social Support Systems (HS) 3 cr.

Explores the interrelation of economic, political, and social systems with community and individual needs. Identifies and explains these social services and networks available within the community.

GMP 5012 Management: Theory and Application (CR) 3 cr.

This course will address the theories and techniques of management. It will emphasize practical applications to real situations in business, industry, health care, and government. All the contributions from the various schools of modern management will be studied. Each of the various functions of management will be considered in the light of the contemporary emphasis on contingency management. The impact of public opinion and computers will be addressed.

GMP 5013 Bio-Physiological Aspects of Aging (GER) 3 cr.

Exploration of the aging process and its effect on biological systems. Review of the biological theories of aging as well as identification of the structural, functional, and biochemical changes in human physiology. Specific emphasis on aging-related changes in brain functioning and organ systems. Overview of the diseases of old age as they relate to major organ systems.

GMP 5014 Health, Nutrition, and Exercise in Aging (GER) 3 cr.

Analysis of the factors that promote wellness in the elderly. Special emphasis on issues related to nutrition, exercise, and safety. Exploration of issues related to drug use and polypharmacy in the elderly, including a review of drug-drug, drug-food, and drug-alcohol interactions. Prerequisite: GMP 5013 or permission of the instructor.

GMP 5015 Management Ethics: Legal and Social Dimensions (MB/HR) 3 cr.

This course examines certain ethical principles and government regulation of business rules relevant to the graduate business student's managerial decision-making process. The major focus of the course is the ethical material that encompasses such subjects as the moral and social responsibilities of corporations, their moral audit, and workers' and consumers' rights. Regulatory topics treated are the Bill of Rights and business, labor legislation, employment discrimination, and consumer protection.

GMP 5020 Organization Behavior and Development (CR/MB/HS/RE/HSA/EX) 3 cr.

This course links the classical substance of organization and management with the analysis of reorganization elements and dimension of human behavior in the work environment.

GMP 5021 Sociological Aspects of Aging (GER) 3 cr.

General introduction to social gerontology. Analysis of the impact of aging upon the individual and society, including an exploration of changes in roles and status, intergenerational relationships, sociocultural differences, and demographics. A discussion of relevant conceptual frameworks and methods of study. An examination of social structures and cultural norms in an aging society.

GMP 5022 Bank Credit Analysis (EX) 3 cr.

An intensive financial analysis course with a concentration of credit analysis pertaining to commercial lending. Emphasis will be on credit investigation and analysis based upon the concept of risk. A close examination will be conducted on the various types of statements used, categorized by type of business organization. Basic components of the balance sheet, the profit loss statement, analysis of working capital as well as various tools of analysis will be stressed. A special feature will be the presentation of credit write-ups to a credit review committee composed of senior lenders. Prerequisite: GMP 5080.

GMP 5023 The Credit Function (EX) 3 cr.

An intensive financial analysis course with a concentration on credit analysis pertaining to commercial lending. Emphasis will be on credit investigation and analysis based upon the concept of

risk. A close examination will be conducted on the various types of statements used, categorized by type of business organization. Basic components of the balance sheet, the profit and loss statement, analysis of working capital, as well as various tools of analysis, will be stressed. Prerequisite: GMPF 5008.

GMP 5030 Human Resource Management (CR/MB/RE/EX) 3 cr.

Personnel administration in the United States, emphasizing the development, management, and scope of personnel relations in the public services. Major topics covered include an overview of personnel management ideas prevalent in the United States; the structure of the public personnel system; recruiting and managing personnel; responsibility and control of personnel; and the future of personnel management.

GMP 5031 Psychological Aspects of Aging (GER) 3 cr.

The study of both normal and abnormal changes in behavior and cognitive functioning during later adulthood. Specific focus on aging-related changes in sensation and perception, psychomotor functioning, intelligence, learning, and personality. Examination of organic brain syndromes and functional disorders, including their impact on both the individual and the family. Exploration of aging-related myths and stereotypes with special emphasis on relationships, sexuality, and coping mechanisms.

GMP 5040 Quantitative Methods in Management (CR/MB) 3 cr.

Topics to be discussed include probability theory, decision making using expected value criteria, sampling theory, forecasting, and simulation. Emphasis will be placed on managerial applications and the application of computer models where appropriate. Prerequisite: Undergraduate statistics or GMPF 5002.

GMP 5041 Social Policy and the Economics of Aging (GER) 3 cr.

An analysis of policy issues affecting the older adult as well as a review of major legislation and programs. An examination of policy-making and political processes affecting the development and implementation of programs for older adults. Exploration of economic issues associated with the aged, including implications for the individual and the society.

GMP 5042 Bank Operations Management (EX) 3 cr.

Intensive examination of the management strategies employed by successful financial institutions to manage the operations function. Examples of strategies relating to cash management, check clearing, and ATMs are explored.

GMP 5043 Econometrics (EL) 3 cr.

This course is intended to focus on the rationale of the various econometric methods and the assumptions underlying them. Theoretical as well as applied exercises are presented. It provides a self-contained development and explanation of the application of statistics and mathematical techniques to economic theory.

GMP 5049 Basic Analytical Methods (GER) 3 cr.

Introduction to basic analytical methods and procedures in social science. Exploration of fundamental concepts and applications of statistics utilizing descriptive and inferential techniques. Emphasis on basic concepts of probability, hypothesis testing, tests of significance, and confidence intervals.

GMP 5050 Managerial Economics for Decision Making (CR/MB/EX) 3 cr.

The application of economic theory and quantitative methods to business decision making. Product demand, marginal pricing, competitive bidding, and allocation of resources. Prerequisites: GMP 5040 and undergraduate economics or GMPF 5003.

GMP 5051 Gerontological Research and Planning (GER) 3 cr.

Analysis of problems in research design in basic and applied gerontological research. Focus on conceptualization, operationalization of variables, and experimental and quasiexperimental design. Exploration of methods of data collection and analysis especially in field settings and surveys with nonexperimental designs. Prerequisite: GMP 5049 or permission of the instructor.

GMP 5052 Macroeconomics (IB) 3 cr.

This course will delve into the nature and components of aggregate demand. Students will become familiar with the determinants of fluctuations in the level of economic activity. In addition, they will learn to recognize the necessity for and relevance of macroeconomic policy.

GMP 5053 Comparative Economics (IB) 3 cr.

This course provides the criteria and the principles by which the existing work economic systems can be analyzed and evaluated. The analysis shall include the economic systems of the United States, Japan, China, U.S.S.R., France, and Sweden. The theory of market mechanism will be reviewed and any divergence from the market system will be evaluated.

GMP 5054 Economic Development (EL) 3 cr.

An analysis of the problem of less developed countries; consideration of policies to promote growth; introduction to the theory of economic development; and an in-depth analysis of the stages of economic development. Prerequisite: GMP 5050

GMP 5060 Managerial Accounting (MB) 3 cr.

Effective managerial decision making and financial planning through accounting systems; performance evaluation; control of operations; capital budgeting and management of assets. prerequisite: Undergraduate accounting or GMPF 5001.

GMP 5062 Managerial Accounting for Bankers (EX) 3 cr.

Deals with managerial accounting in evaluating the internal operations of a bank, as well as concentrating on specialized bank accounting, to evaluate the manager's effectiveness in his or her own financial institution. Prerequisite: Undergraduate accounting or GMPF 5001.

GMP 5070 Marketing Management (MB/EX) 3 cr.

Planning the marketing effort and integrating it into the total operation of an organization; managing the marketing function. Prerequisite: GMPF 5005.

GMP 5080 Financial Management (MB/EX) 3 cr.

Fundamentals of capital building, cost of capital, optional capital structure, and rate of return analysis. How to evaluate and select corporate assets: an introduction to security evaluation; a consideration of dividend and capital structure. Prerequisite: GMPF 5008.

GMP 5081 Health Care Finance (HSA) 3 cr.

The fundamentals of health care finance are studied including, but not limited to, rate of return analysis, capital finance, long-term assets, inventory valuation and management, and financial

forecasting. Students are expected to select and evaluate health care financial statements.

GMP 5082 Public Administration Finance (MP) 3 cr.

Topics to be discussed include the principles of long-term budgeting and planning for local financial health. Examines creative ways to stimulate long-term economic growth; presents capital budgeting strategies; and surveys potential future revenue sources. Also shows how to evaluate financial condition and assess financial practices and municipal services. Prerequisite: GMPF 5008.

GMP 5085 Financial Institution Management (RE) 3 cr.

This course examines the principles and techniques of managing assets and liabilities of financial institutions and corporations to maximize earnings while maintaining adequate liquidity and an acceptable level of risk. Prerequisite: GMPF 5008.

GMP 5090 Business Policy (MB) 3 cr.

Intensive scrutiny of the strategy employed by successful corporations in planning, selecting, and implementing objectives. Examples for analysis from assigned cases and the utilization of a simulation management financial analysis project are the key tools used. Prerequisite: Completion of all required courses and full matriculation.

GMP 5100 Master's Project (EL) 4 cr.

The development and preparation of an independent research project. Prerequisite: Completion of all required courses and full matriculation.

GMP 5102 Productivity Improvement Workshop (EL) 4 cr.

In this workshop students will learn innovative techniques essential to improved productivity when applied in their organizations. The workshop will emphasize a set of practical operating guides that can lead to an increase in productivity through planning, evaluating, and motivating. Specific techniques will be addressed that can be incorporated into formal efforts of productivity improvement in any organizational environment. Students will learn how to conduct productivity audits and make productivity-effectiveness analyses. Students will apply practical solutions to existing productivity problems and become familiar with microcomputer applications that can enhance gains in productivity.

**GMP 5103 The Productivity Management Process (EL)
3 cr.**

This course will address the history, awareness, and importance of productivity as an essential management process in organizations. Students will consider productivity, building commitment, the productivity-quality connection, and building a productivity culture.

**GMP 5105 Productivity Improvement Techniques (EL)
3 cr.**

This course will focus on the techniques and practices that organizations and managers can employ to improve individual, work unit, and organizationwide productivity. The focus will be on process and output variables relative to capital, equipment, technology, supplies, materials, products, and services.

GMP 5106 Quality of Work Life (EL) 3 cr.

This course will consider the various strategies that managers and organizations can utilize to gain employee involvement and commitment to productivity improvement. Over 20 different techniques that are human resource-based will be discussed, including role perception, quality circles, learning curve, and skill enhancement.

GMP 5107 Assessment, Evaluation, and Measurement in Productivity (EL) 3 cr.

This course will address building models for assessing, evaluating, and measuring organizational productivity. The importance and application of such models will be discussed. The issue of managerial control of productivity and white collar productivity will also be considered. Students will concentrate on all aspects of their own work responsibilities.

GMP 5109 Internship in Human Services, Health Services Administration, or Public Administration (Field Placement) (HS/HSA/MP) 4 cr.

A supervised internship within the field of human services, health services administration, or public administration. The internship will be separate and distinct from the student's employment role.

GMP 5116 Community Services and Mental Health Systems (GER) 3 cr.

An examination of community resources for the elderly at the local, state, and national levels. Analysis of principles and techniques for managing community health services as well as an examination of issues regarding the integration of services. Special emphasis on mental health issues, including advocacy, competency, guardianship, and ethics.

GMP 5121 Working with the Elderly (GER, HS) 3 cr.

Assessment and intervention with older adults and their families, including therapeutic approaches and general models of treatment in counseling and noncounseling settings. An exploration of critical issues and transitional stages of aging, including careers, relationships, parenthood, and major turning points for personal development.

GMP 5155 Death, Dying, and Bereavement (GER, HS) 3 cr.

An exploration of current psychological, medical, legal, ethical, and religious issues surrounding death, dying, and bereavement in contemporary society. Examination of the basic concepts and psychosocial issues relating to the meaning of loss and death, the process of death, and the experience of grieving. Emphasis on the practical application of knowledge.

GMP 5165 International Accounting (IB) 3 cr.

Focus is on the evolution of the international dimension of accounting. Emphasis is placed on understanding the generally accepted accounting principles as they relate to the environment of the accounting system.

GMP 5185 Contemporary Issues in Human Services (HS) 3 cr.

This course discusses topics of interest to the human services professional; subject matter varies depending upon current interest.

GMP 5190 Contemporary Issues in Management (EL) 3 cr.

This course will address those content areas that are of current importance to managers in public and private organizations. Students will be able to choose the topics they will study from

among such issues as leadership, corporate wellness, intrapreneuring, the changing workforce, corporate culture, managing change, service economy, and the changing work force.

Prerequisite: GMP 5012 or GMP 5540.

GMP 5191 Strategic Planning and Change (EL) 3 cr.

This course emphasizes the principles that managers and professionals utilize to implement the practical aspects of planning and change. The content and process of strategic planning will address mission formulation, building a business model, performance auditing, gap analysis, contingency planning, and plan integration. Also included will be change processes, overcoming resistance to change, change planning, and change management.

GMP 5192 Leadership and Decision Making (EL) 3 cr.

This course will focus on the theory and practical application of leadership as a high-order individual capacity. It will address the leader as a strategist who helps determine where the organization is to be directed and how it will get there. The content will begin with an identification of a set of leadership values and will include an examination of traits, power, authority, styles, and transformational leadership. Special consideration and attention will be given to decision making throughout the course.

GMP 5193 High Performance Management (EL) 3 cr.

This course will address the new literature on peak performance in managers. In addition, course participants will learn how to build a practical program for their own personal development. Content for this course will also include building a high achieving workforce and managing/motivating peak performers.

GMP 5195 Creativity in Business (EL) 3 cr.

This course will address the tools and techniques that individuals might utilize to increase their creative capacity and its application to the world of work. In addition, the efforts of creative business leaders such as Steve Jobs and Charles Schwab will be considered. The use of intuition, as supported by research findings, will be studied in relation to the impact on individual and corporate success. This course is offered in a seminar format. Prerequisite: GMP 5020.

GMP 5197 Contemporary Entrepreneurial Practices (EL) 3 cr.

This course will emphasize the economic and behavioral aspects of entrepreneurship. This will include, but not be limited to, start-up dynamics, male and female entrepreneurial behavior, success strategies, the venture capital marketplace, and entrepreneurial education. The course will include live case studies with individuals who have actually lived the entrepreneurial experience. This course will be presented in a four-day workshop format. Prerequisites: GMP 5012, 5020, 5030, 5040 and 5050.

GMP 5200 Seminar in Organization Theory and Human Resources (EL) 3 cr.

An advanced research seminar dealing with important contemporary problems in organizational behavior and human resource management. The course consists of broad-range reading, critical group discussion, and the preparation and presentation of a research paper in a significant topic in the field.

GMP 5203 Administration and Management in Gerontology (GER) 3 cr.

Application of theories and techniques of administration and management to community service programs for the elderly. Focus on practical applications to real situations in the community services network within the public and private sectors. This course will also explore the relationship of administration and management to public opinion and special interest groups in order to determine their impact on programs for the elderly.

GMP 5205 Managerial Environment (HR) 3 cr.

An integrated analysis of the major concepts, theories, functions, viewpoints, and corporate strategy of human resource management. The development of a theory for healthy organizations and how management personnel might reach this goal within today's environment. Prerequisite: GMP 5020.

GMP 5213 Policy and Program Development in Aging (GER) 3 cr.

An overview of policy trends and the changing roles of local, state, and federal agencies in providing comprehensive and coordinated systems of service for the elderly. Exploration of

principles and procedures for assessing needs, collecting resources, and implementing programs for older adults. Emphasis on identifying the relationship between evaluation and management functions with a focus on maintaining and expanding a funding base.

GMP 5218 Theory and Practice in Working with Individuals (HS) 3 cr.

Discusses theoretical concepts, knowledge values base, and skills needed to work effectively with individuals.

GMP 5219 Theory and Practice in Working with Groups (HS) 3 cr.

Discusses a theoretical platform and specific training with regard to the skills required in working with groups.

GMP 5220 Interpersonal and Intergroup Dynamics (HS/EL) 3 cr.

A detailed examination of how we communicate and react to others, as well as feedback on the process by which our feelings are expressed. The twin goals of experience enhancement and increased awareness will be developed through both conceptual and experiential approaches. Students must participate in a group experience.

GMP 5240 Advanced Organization Development (HR) 3 cr.

Materials, techniques, and models currently being used as part of intentional change strategies used to solve people problems that exist in organizations--for both small groups and large systems. Actual research will be undertaken to study resolution of live conflict situations. Prerequisite: completion of all core courses.

GMP 5260 Labor Relations: Principles, Problems and Cases (HR) 3 cr.

An examination of labor relations in depth, covering collective bargaining, contract negotiation, contract administration, mediation, arbitration, and other types of dispute resolution case problems based on actual situations that are utilized to acquaint students with practical problems and issues encountered in union-management relations. Prerequisite: GMP 5030.

GMP 5270 Collective Bargaining in the Public Sector (EL) 3 cr.

Focuses on the impact of collective bargaining and general labor relations in public sector unionism; recent trends in labor relations; constitutional issues in public sector bargaining; economics and politics of public sector unionism; public employee strikes; handling grievances; negotiating contracts.

GMP 5280 Contingency Management: Concepts and Cases (EL) 3 cr.

This course is designed to acquaint students with modern management theory, process, and practice. Specific areas that will be addressed in the course include planning, organizing, directing decision making, communicating, motivating, group dynamics, leading, and controlling. All of these areas will be woven together via a basic contingency management framework. The class format will be made up of lecture, discussion, and some experimental learning exercises related to the assigned reading materials. Prerequisites: GMP 5012 and GMP 5020.

GMP 5290 State and Local Government Administration (EL) 3 cr.

Examination of the administrative responsibilities of state and local government in the federal system. Selected topics include intergovernmental relations, education policy, welfare, highways, municipal services, taxation, and community power.

GMP 5300 Career Development (EL) 3 cr.

Work and professional careers are an important component and often the central focus of individual lives. Despite this, critical career choices are all too often made without the careful planning, information gathering, and analysis that are taken for granted in other business decisions. The purpose of this course is to lay the basis for effective personal career management. The course is aimed specifically at the individual student who wants to improve his or her abilities as to aspiration and skills and with "real world" opportunities. Prerequisites: GMP 5012, 5020, and 5030.

GMP 5310 Principles of Geriatric Care Management (GER) 3 cr.

Introduction to the principles of geriatric care management. Examination of common elements of direct service methodology, including criteria for problem identification, goal determination, and selection of intervention strategy. Emphasis on both the elderly individual and the family system. Review of the basic federal and state laws that affect older persons, particularly in the areas of health and housing. Focus on major legal issues in geriatric care, including competency and guardianship.

GMP 5320 Management Communications (HR) 3 cr.

This course will explore various problems associated with communications in business and offer selected concepts designed to correct them. Students will participate in experiential learning via numerous exercises to increase their communication skills.

GMP 5325 Business Liability and Insurance (EL) 3 cr.

To contribute to a student's understanding of the insurance law generally and to expose the student by class discussion to solutions for particular problems that would demonstrate relevant principles and avenues of inquiry offering sources of information to available materials. The aim is to serve as a basic understanding of insurance law, providing the student with the ability to recognize the varied currents of principle, policy, precedents, and practice that may be encountered. The course includes discussion of life, fire and casualty policies, problems of coverage, exceptions, and exclusions, with suggestions on the submission of claims, negotiation, and settlement.

GMP 5350 Managing Employee Indirect Compensation (EL) 3 cr.

Topics to be covered include the selection and management of various employee insurance needs: professional liability insurance, health and medical insurance, disability insurance, workmen's compensation, and ERISA, as well as pension, retirement, and profit-sharing plans. Prerequisite: GMP 5030.

GMP 5360 Human Resource Development (EL) 3 cr.

Topics to be covered include personnel planning; recruitment and selection; employee evaluations; performance appraisal and assessment centers; and training and development. Prerequisites: GMP 5012, 5020, and 5030.

GMP 5370 Special Topics/Strategic Human Resources Planning (EL) 3 cr.

An advanced seminar dealing with integration of human resources planning into the mainstream policy processes of the organization.

GMP 5380 Special Topic in Human Resource Management (HR/EL) 3 cr.

- (1) Quality of Work Life
- (2) Second Career Decision and Midlife Change
- (3) Conflict Management--Team Management
- (4) Job Analysis, Job Design, and Job Enrichment
- (5) Incentive Systems and Incentive Contracting
- (6) Management Education and Training

GMP 5381 Managing Stress (EL) 3 cr.

Managing stress is a course that focuses on an area that has become increasingly costly in both human and organizational terms, and extremely high in the fast-paced, high-technology, pressure-cooker world we live in. Stress-induced illness or dysfunction costs an estimated \$17 billion per year. This course examines the psychological and physiological stimulus-response chain, which is triggered by severe disruption to one's equilibrium, as well as the complicating factors that may be stress to one person while providing stimulation to another. The fine line between enough stress to stay alert and productive, and too much stress, which becomes destructive, will be examined, and it is expected that each student will become increasingly aware of his or her own tolerances. Toward this end, various surveys and other instruments will be employed, and there will be an attempt to define various methods for reducing stress in oneself and others.

GMP 5400 Grants and Contracts (HS, GER) 3 cr.

The development and refinement of skills in grant writing and grant maintenance. The student will initiate and finalize an actual grant proposal for submission to a national, state, or local funding agency for consideration as a requirement of the course. The rationale and mechanics involved in setting up different sections of proposals will be dealt with in depth.

GMP 5410 Health Systems: Structure and Organization (HSA) 3 cr.

Description of various health care delivery systems at federal, state, and local levels. Types of facilities and services; the provider-consumer-payer relationship; quality of health care; health service agencies, health maintenance organizations, and professional services review organizations; planning and education; and related health legislation.

GMP 5411 Vocational Rehabilitation (EL) 3 cr.

A discussion of the field of vocational rehabilitation, including techniques for planning and counseling individual needs, and legal requirements for retraining for individuals and groups.

GMP 5412 Community Mental Health (EL) 3 cr.

Social and cultural issues of mental health and their relationship to theory and the responsibility for delivery of community services.

GMP 5413 Crisis Intervention (EL) 3 cr.

Techniques for dealing with clients in crisis states. Referral strategies and stress management are included.

GMP 5414 Human Services: The Child and Adolescent (EL) 3 cr.

Discussion of family, social, and cultural factors concerning children and youth and the delivery of appropriate services in areas such as child abuse, handicapped, exceptionalities, juvenile delinquency, dependency, and substance abuse.

GMP 5415 Human Services in a Multi-Cultural Setting (EL) 3 cr.

Methods and principles of helping individuals within a multi-cultural community.

GMP 5416 Human Services and the Problems of Aging (EL) 3 cr.

Physical, economic, social, and emotional problems of the aging, and techniques for dealing with these problems within the human services system structure.

GMP 5420 Current Issues in Health Management (HSA, AC) 3 cr.

This course is a special topics course that will allow students the opportunity to investigate up to three topics of particular concern to the health field. Sample topics include but are not limited to national health insurance, legal/ethical issues of health care, health regulation, and quality assurance.

GMP 5430 Health Administration and Management (HSA, AC) 3 cr.

Managerial policies in the management of health care facilities. Budgeting and cost effectiveness analysis. Development of health information systems and health delivery models.

GMP 5435 Health Care and the Law (HSA) 3 cr.

This course examines various court cases affecting the health care professions in the rendering of services. Preventing litigation by recognizing hazards and their legal implications and understanding the legal implications of laws and regulations are among the topics.

GMP 5440 Health Policy and Planning (HSA) 3 cr.

The course investigates the linkages between the issues facing health professionals and the policies developed to deal with these issues. The roles of research and evaluation as they affect planning and the impact of regulatory agencies, as well as other sociopolitical factors in health policy, will be examined.

GMP 5443 Economics of Health Services (HSA, AC) 3 cr.

Every student will demonstrate an understanding of the laws and principles of economics at the micro and macro levels and their impact on health service organizations. Topics to be studied include national health insurance plans and national health policies.

GMP 5445 Health Research and Evaluation (HSA) 3 cr.

This course introduces the student to basic concepts and principles of research. The student will be able to analyze typical research reports in the field and to prepare a research project.

GMP 5447 Marketing for Healthcare Organizations (HSA) 3 cr.

This course offers the acquiring and applying of principles of marketing to practical problems and situations in a variety of healthcare organizations. Among the assignments is developing and defending a market plan based on a strategic plan of the organization. Approaches to quality assessment of health services and cost constraints in a competitive environment are also analyzed.

GMP 5450 Public Administration Theory and Practice (MP, AC) 3 cr.

The study of public administration from the standpoint of linkages between the politics of administration and the techniques of public management. Specific topics include the nature of formal and informal organizations; organization environment relations; the bureaucratic environment; and administrative behavior and decision making.

GMP 5460 Administrative Law (MP, HS, AC) 3 cr.

The examination of the public administrative environment from a legal perspective. The course deals with the Administrative Procedures Act and its impact on public administration. Selected topics include the administrative process; administrative procedure and judicial review; rules and rule making; discretion and its control; and tort liability of government and its office. A case law approach is followed in this course.

GMP 5461 Contract Management and Administration (AC, EL) 3 cr.

Principal functions of contract administration, financial analysis, termination, production surveillance, quality assurance, and audit. This course will also deal with analysis of the effectiveness of contracts, including ongoing and postcontract review.

GMP 5462 Contract and Procurement Law (EL) 3 cr.

Legal aspects of contracting and the requirements of administering public contracts. The course will include the examination and evaluation of contract clauses and provisions and will familiarize participants with contract case law.

GMP 5463 Contract Pricing and Negotiations (EL) 3 cr.

Scope, objectives, and techniques of negotiations; organization, preparation, and operation of the negotiating team; and conduct of the negotiations are explored. The course will focus attention on the analysis of quality appraisal, cost, price, profit, investment, and risk related to negotiated contracts. Simulated negotiations and case studies are used as learning devices.

GMP 5464 Principles of Purchasing and Material Management (EL) 3 cr.

This course examines the major considerations of purchasing as they relate to the public-private interface. Attention is directed toward the management of inventories including the determination of requirements, pricing, source selection, inventory policy, managerial accountability, and professional ethics.

GMP 5470 Planning, Budgeting, and Control (MP, GER, AC) 3 cr.

Fundamental principles of the tools of financial management and budget preparation in the public sector. Selected topics include revenue and expenditure policies; fiscal planning and budgeting; tax principles and policies; public indebtedness; fiscal control measures; and public policy evaluation from the perspective of alternative public budgeting systems.

GMP 5471 Planning, Budgeting, and Control in Healthcare (HSA, AC) 3 cr.

This course offers a comprehensive overview of the management functions and planning, budgeting, and control from the perspective of the healthcare administrator. Emphasis will be placed on developing skills with a strong base in strategic planning, financial planning, and budget preparation. Prerequisites: accounting and finance.

GMP 5480 Public Policy Analysis and Procedure (MP, AC) 3 cr.

Description and analysis of techniques of public policy evaluation. Selected topics include distributive, regulatory, and redistributive public policies; the practice of policy evaluation; the application of quantitative methods of program evaluation; and the impact of politics on policy analysis. Case analyses are a component of this course.

GMP 5490 Management Practices in the Public Service Sector (EL) 3 cr.

An analysis of managerial techniques and financial controls in the public sector with special emphasis on the law enforcement area. Prerequisites: GMP 5020, 5030, and 5450.

GMP 5491 Management Practices in the Nonprofit Sector (HS) 3 cr.

An analysis of managerial techniques in the administration of charitable and religious organizations. Financial and personnel policy development in the nonprofit sector.

GMP 5495 Leadership in Public Administration (MP) 3 cr.

This course enables students to present a variety of position papers, based on local government needs, before a panel of experienced public officials. The colloquium-style class enables students to improve their communication skills and to use knowledge and experience to improve effectiveness in local government.

GMP 5510 Special Projects in Gerontology (GER) 3 cr.

Individualized program of study resulting in the completion of a special project. The project and its goals must be fully identified before the student will be allowed to enroll in this course. Prerequisite: permission of the instructor.

GMP 5530 Money Market and Monetary Institutions (EL) 3 cr.

The function of financial intermediaries; the use of short-term debt and the effective management of cash resources; the nature of and risks involved in the use of short-term financing. Prerequisite: GMP 5080.

GMP 5540 Comparative International Management (IB, AC) 3 cr.

Management philosophies in the United States compared and contrasted with management philosophies in other countries. The special role of management development in the "less developed" countries. Historical and cultural development of management in Western Europe, the Mideast, and Asia.

GMP 5541 Comparative Financial Systems (IB) 3 cr.

Focus is on the international financial environment in which business firms operate. It is tailored to students looking for careers in international banking, in international institutions, or with finance departments of corporations operating in world markets.

GMP 5550 Sales Management (EL) 3 cr.

The training, motivation, and effective management of the sales staff. A survey of current marketing and sales management concepts and relationships, with emphasis on management of selling activities and the outside sales force as one major phase of marketing management. Topics covered include a thorough discussion of all elements of the sales management process, via organizing, recruiting, selection, training, motivating, compensating, supervising, and controlling the sales force.

GMP 5560 Advanced Financial Policy (EL) 3 cr.

The course covers basic financial policies as applied to real management problems and includes the areas of liquidity, capital management, funding requirements, valuation, mergers and acquisitions, and funding of new ventures.

GMP 5570 Marketing Research (EL) 3 cr.

The establishment of an effective research program of the external environment and the gathering of marketing data. Sources of market information and the use of the computer and computer simulations in market research.

GMP 5571 Marketing Communication and Promotion (EL) 3 cr.

This course will deal with fundamental concepts of marketing communication, including assessment of demand and legal environment of marketing communication; and government impact on advertising and promotion through the Federal Trade Commission and other regulatory agencies. It also covers the development of promotion budgets; management of the advertising function; relationships with outside agencies; personal selling and supportive communications; the conditions of and integrations with the entire promotional program, and economic and social dimensions of promotional strategy.

GMP 5572 Marketing New Products (EL) 3 cr.

This course will explore the concepts and special applications in the development and implementation of a marketing strategy for new products. Included will be a consideration of opportunity analysis, innovation, economic evaluation of new products, test marketing, and the development of marketing plans. Special consideration will be given to case studies of new product introduction.

GMP 5573 Retail Marketing Management (EL) 3 cr.

This course explores the specific concerns related to retail marketing management. Particular emphasis is placed on store management, facility location, buying, merchandise control, merchandise pricing, customer services, and training and supervision of the retail sales force.

GMP 5574 Customer Service Management (EL) 3 cr.

This course will introduce and examine a broad range of theory and practical applications for managers and direct contact employees in today's service organization. Focus will be on managing each "moment of truth" or critical contact between the customer and the front line service employee. Emphasis will be on those organizations that have become service "superstars" and the key techniques they utilize. The contents will establish the crucial link between sound human resource policies and customer service excellence. The course will rely heavily on participants' background and managerial skills to develop successful strategies and systems that can be implemented in their own organization.

GMP 5575 International Marketing (IB, EL) 3 cr.

This course presents an overview of marketing in an international business environment and provides a framework upon which multinational marketing management decisions can be based.

GMP 5577 Import/Export Management (IB) 3 cr.

Import/Export Management provides a comprehensive review and analysis of the elements of an import-export operation from transportation and documentation to strategic planning and finance. Emphasis is placed on developing appropriate management strategies and planning.

GMP 5580 International Business (IB, AC, EL) 3 cr.

This course examines the organizational and marketing systems of multinational and international corporations, the marketing systems used in countries other than the United States, the role of institutions in international marketing, the financing and tariff arrangements of international trade, and the control mechanisms for foreign marketing activities.

GMP 5581 International Banking (IB) 3 cr.

Introduces students to international banking and discusses those countries where banking and the integration process have an enormous effect on world economy.

GMP 5582 International Fiscal and Monetary Policy (IB) 3 cr.

International Fiscal and Monetary Policy explores concepts and practical application in fiscal and monetary policy, particularly the role of government policy as it relates to the international institution.

GMP 5585 Regional Focus: Europe in 1992 (IB) 3 cr.

This series focuses on a particular region of the world, examines trading policies and practices of the given region, and analyzes the region's role in the world market.

GMP 5595 Current Issues in International Business (IB) 3 cr.

Current Issues in International Business examines in detail a specific issue that affects global trade broadly and American business interests specifically. Topics will change annually.

GMP 5610 Legal Environment of Business (EL) 3 cr.

The legal structure within which managers must function. Implications of trade regulation and the Uniform Commercial Code on managerial decision making.

GMP 5611 International Legal Framework (IB) 3 cr.

This course provides an understanding of the structures and processes of the international legal community, with a particular view to its bearing upon international commercial and financial relationships. Topics include history of the international legal order, sources of international law, the International Monetary

Fund, the General Agreement on Tariffs and Trade, expropriation of alien-owned property, and the European Economic Community.

GMP 5620 Investment Principles and Policies (EL) 3 cr.

The managerial aspects of investment policy and relation of investment strategy to money markets and business cycles.

GMP 5621 International Investment (IB) 3 cr.

This course exposes the student to the world of investment and to the areas of security analysis and valuation. The major emphasis of the course is on stocks and bonds, but it also includes other areas such as rights, stock options, and portfolio construction.

GMP 5631 Aging and the Family (GER) 3 cr.

Examination of processes and structures in families with aged persons. Exploration of issues related to changing roles, retirement, caregiving, children, living conditions, finances, and relationships. Identification of therapeutic models and intervention strategies.

GMP 5670 Entrepreneurship and Venture Initiation (EL) 3 cr.

An explanation of the entrepreneurship function. Formation and operation of a new business venture are examined.

GMP 5711 Accounting Theory I (AC) 3 cr.

The study of generally accepted accounting principles (GAAP) as they affect today's practitioners.

GMP 5712 Accounting Theory II (AC) 3 cr.

The theoretical structures of accounting for assets income definition, recognition and measurement income, influence of professional standards, and the future of the profession.

GMP 5715 Auditing (EL) 3 cr.

Examination of financial statements and systems from the viewpoint of an independent auditor. Emphasis is on the methodology and practical applications of auditing techniques and the professional standards that bear on audit performance and reporting.

GMP 5716 Governmental Auditing (AC) 3 cr.

With the passage of the Single Audit Act of 1984, all state and local government units that receive \$100,000 or more must be audited every year by a single independent auditor. This course discusses in detail the auditing techniques and requirements prescribed by the act.

GMP 5720 Current Topics in Accounting, Research, and Accounting Studies (EL) 3 cr.

A seminar devoted to the more recent and/or controversial studies of the Financial Accounting Standards Board (FASB), the Government Accounting Standards Board (GASB), and the American Accounting Association (AAA) and the potential impact on current reporting practices. Prerequisite: GMP 5712.

GMP 5725 Financial Statement Analysis (EL) 3 cr.

A review of financial statements for fairness and completeness in reporting. Focus is on the analysis of financial statements and related footnotes from the standpoint of the different users of the statements.

GMP 5729 Seminar in Public Accounting (EL) 4 cr.

A seminar devoted to the issues that face today's public accountants using the CPA examination as its frame of reference. Prerequisite: completion of 33 credits.

GMP 5731 Accounting Information and Control Systems (AC) 3 cr.

Concentration on the design of accounting information systems with emphasis on internal controls.

GMP 5733 Advanced Managerial Accounting (AC) 3 cr.

An advanced-level discussion of variance analysis, cost allocation, transfer pricing, and the use of modeling to solve business problems.

GMP 5734 Behavioral Accounting (AC) 3 cr.

This course addresses the behavioral dimensions of accounting, including the behavioral impact of the various accounting controls and reports on stockholders, managers, decision makers and accountants.

GMP 5735 Controllership (AC) 3 cr.

A seminar on the function of the financial controller including his or her role in planning, controlling, reporting, and administering in today's business environment. Prerequisite: GMP 5733.

GMP 5736 Internal Auditing/SEC Accounting (AC) 3 cr.

A two-component course. One component investigates the duties and responsibilities of the internal auditor. The other component studies the SEC regulations and reporting requirements.

GMP 5737 Budgeting and Profit Control (AC) 3 cr.

The two primary functions of managers are planning and controlling operations. This course discusses the tools and techniques necessary to accomplish those tasks.

GMP 5739 Seminar in Managerial Accounting (AC) 3 cr.

A seminar devoted to the issues that face today's managerial accountant using the CMA examination as its frame of reference. Prerequisite: completion of 33 credits.

GMP 5743 Designing Information Systems (AC) 3 cr.

This course introduces the students to the terms and techniques necessary to design and build an efficient and effective business information system. Prerequisite: GMP 5731.

GMP 5744 Microcomputer Programs - Advanced Level (AC) 3 cr.

This course provides the student with advanced training using several popular microcomputer programs (e.g., Lotus 1-2-3). Prerequisite: GMP 5731.

GMP 5745 Database Management (AC) 3 cr.

This course reviews the tools, techniques, and file organization of the relational hierarchical and network models of database design. Modeling techniques will also be discussed. Prerequisite: GMP 5731.

GMP 5746 Evaluation of Accounting Software (AC) 3 cr.

This course examines various extant bookkeeping, accounting, and auditing software packages--evaluating what they do, how they do it and what their limitations are. The "build" versus "buy" decision will be discussed in depth. Prerequisite: GMP 5731.

GMP 5747 Networking and Telecommunications (AC) 3 cr.

This course investigates cooperative processing and various data communication systems, with an emphasis on UNIX*. The discussion will include the terms and techniques necessary to understand and use modem and terminal software needed to send and receive messages and files. Prerequisite: GMP 5745.

GMP 5749 Artificial Intelligence (AC) 3 cr.

This is the capstone course for the computer information systems concentration. It aspires to be at the cutting edge of computer technology by studying such topics as artificial intelligence, fourth generation languages, expert systems and image processing. Prerequisite: GMP 5747.

GMP 5751 EDP Auditing (EL) 3 cr.

Focus is on the audit of computerized accounting systems as an integral part of the audit of the financial statements. Course discusses the reviews and tests performed on computerized systems. Prerequisite: GMP 5715 or equivalent.

GMP 5753 Fund Accounting (EL) 3 cr.

An in-depth review of the current standards and specialized accounting practices of state and local governments, school systems, colleges, universities, and hospitals.

GMP 5756 International Accounting I (EL) 3 cr.

Focus is on the evolution of the international dimensions of accounting and national differences in accounting thought and practice, problems, and issues.

GMP 5757 International Accounting II (EL) 3 cr.

Seminar course making an in-depth study of the pronouncements of the ISAC and IFAC. Prerequisite: GMP 5756.

GMP 5759 History of Accounting (EL) 3 cr.

This course traces the practice of accounting from 5000 B.C. to modern times, with emphasis on the major events and the impact on the practice of accounting.

GMP 5761 Taxation of Individuals (AC) 3 cr.

An introduction to the federal income tax structure, use of tax services, and the concept of taxable income for individuals.

*UNIX is a trademark of UNIX System Laboratories.

GMP 5762 Taxation of Corporations and Partnerships (AC) 3 cr.

A continuation of the study of the federal income tax structure, use of tax services and the concept of taxable income as it relates to corporation and partnerships. Prerequisite: GMP 5762.

GMP 5763 Taxation of Estates, Trusts and Gifts (AC) 3 cr.

Advanced study of and research in tax law with emphasis on estate, trust, and gift taxes. Prerequisite: GMP 5762.

GMP 5764 Taxation of Pensions and Profit-Sharing Plans/Tax Exempt Organizations (EL) 3 cr.

A two-component course. One component looks at the federal tax advantages of pensions and profit-sharing plans, with emphasis on ERISA. The other component reviews the taxation of tax-exempt organizations with emphasis on "unrelated activities." Prerequisite: GMP 5762.

GMP 5766 International Taxation/Tax Policy and Contemporary Issues (EL) 3 cr.

A two-component course. One component surveys the U.S. income tax on foreign-earned income. The other component studies the social, fiscal, and economic objectives of taxation. Prerequisite: GMP 5762.

GMP 5767 State of Florida Taxes/IRS Practices and Procedures (EL) 3 cr.

A two-component course. One component investigates the taxes levied by the state of Florida. The other component emphasizes IRS rules, procedures, and techniques.

GMP 5768 Taxation - Advanced Topics (EL) 3 cr.

This course covers topics that are not included in GMP 5761 and GMP 5762. Open only to students who are not enrolled in the Master of accounting concentration in taxation.

GMP 5769 Tax Planning and Research (EL) 3 cr.

This course is an in-depth study of the tax-planning process and research tools that are available to both the professional business manager and tax practitioner. Prerequisite: GMP 5762.

GMP 5781 Business Law I (EL) 3 cr.

Introduces and amplifies the major legal requirements that will be encountered by the professional accountant. Topics will include the Uniform Commercial Code, contracts, agency and accountants' legal liability and responsibilities.

GMP 5782 Business Law II (EL) 3 cr.

A continuation of GMP 5781. Prerequisite: GMP 5781.

GMP 5784 Bankruptcy Law and Accounting (AC) 3 cr.

This course examines, in detail, the federal bankruptcy laws and discusses the role that the accountant plays in the field of bankruptcy.

GMP 5790 Introduction to Financial Planning (AC) 3 cr.

Topics include personal financial planning, risk management, investment planning, and retirement planning.

GMP 5791 Risk Management (AC) 3 cr.

Topics include risk management, risk analysis, and their relationship to various types of insurance.

GMP 5792 Investments (AC) 3 cr.

Topics include investing environment, various types of investments, and portfolio construction.

GMP 5793 Tax Planning and Management (AC) 3 cr.

Topics include taxation of individuals, corporations and partnerships, family tax planning, and compensation issues.

GMP 5794 Retirement Planning and Employee Benefits (AC) 3 cr.

Topics include personal retirement planning, qualified retirement plans, and employee benefits.

GMP 5795 Estate Planning (AC) 3 cr.

Topics include federal estate and gift taxes and the estate planning process and techniques.

**GMP 5800 Policy Analysis and Program Evaluation (HS)
3 cr.**

The course is designed to give students the opportunity to design and carry out an evaluation of an agency or business policy from the perspective of its technical and political feasibility. The course will provide practical experience to students under the guidance of trained policy evaluators from both the public and private sectors.

GMP 5830 Retail Banking 3 (CR) cr.

An emphasis on the retail lending and retail deposit products and how they impact the profitability of the institution. Students will become familiar with the process of the product from the point of closing. Other concentrations will deal with branch administration strategy, including cash management, measuring and monitoring performance, and marketing approaches.

GMP 5835 Strategic Marketing (CR) 3 cr.

Understanding the links between strategic planning and marketing planning. Using principles of marketing in solving problems, setting objectives, selecting strategies and making tactical decisions. Applying marketing concepts to plan international banking activities. Prerequisite: Introductory Marketing.

GMP 5851 Commercial Lending (EX) 3 cr.

The application of formulating sound commercial lending skills, determination of credit worthiness, and pricing strategies. Specific issues include analyzing collateral values, structuring credit facilities, regulations and compliance, loan agreements, loan participation, loan review/workout, and the impact of bankruptcy laws.

**GMP 5861 Bank Management Computer Simulation (EX)
1 cr.**

This bank computer simulation course, based upon microcomputer software systems, offers the opportunity to act as CEO of the financial institution while facing a competitive environment. The course allows the student to track the bank's performance as well as the performance of competitors and to develop strategies to outperform opponents. Specific areas to be explored include the most effective product lines, establishing loan and deposit

interest rates, asset liability management, and interest/rate projections, as well as determining the major thrust of the institution.

GMP 5862 Current Issue Symposium (EX) 1 cr.

A series of current topics presented by leading experts concerning financial institutions. The topics generally include consumer trends, managing change and conflict, product pricing, analysis of business conditions, and the future of financial institutions. Several symposia will be offered during a student's M.B.A. program, and he or she is responsible for attendance for a total of 10 classroom hours, normally three symposia.

GMP 5863 Lending Management (EX, AC) 3 cr.

This course focuses on planning, organizing, and controlling the overall lending function. Included will be the setting of objectives, the developing of lending policies and procedures, loan committees and the approval process, and the reporting/monitoring system. This course will also include financial statement analysis. Commercial, consumer, and real estate loan areas of management will also be addressed.

GMP 5870 Real Estate Construction Lending (EX/RE) 3 cr.

This course provides theoretical and practical knowledge of commercial real estate lending principles from the construction phase through the permanent loan stage and analyzes projects from the perspective of both the developer and the financing institutions. It examines several crucial issues in the lending area including the structuring of complex financial transactions, real estate loan documentation, real estate law of lien, underwriting structuring and funding concepts, and problem loan workout and recovery.

GMP 5872 Market Analysis and Site Selection (EL) 3 cr.

This course analyzes the measurement of demand for real estate projects or for a particular project in a specific market location. It reviews the effect on specific markets of national, regional, and local factors. Meaningful factors include economic change, social attitudes, changing laws and legal interpretations, and changes in individual attitudes. Introduces supply and demand in various markets. Covers techniques for selecting and evaluating particular sites based on industry location criteria. Focuses on supply

and demand aspects unique to real estate, relating to patterns of regional and local development, and on the opportunities available to particular land uses within these parameters. Uses covered include retail, commercial office, industrial, and residential. Particular concentration is placed on the Comprehensive Environmental Response Compensation and Liability Act (CERCLA).

GMP 5874 Real Estate Economics (CR) 3 cr.

Investigates the integration between the national economy and real estate markets from both a theoretical and empirical perspective. Introduces appropriate data sources and techniques useful in the analysis of data. Examines the historical line of the real estate market, economic structure, and spatial relationships of major metropolitan areas of the real estate market. Assesses the performance of specific property types within the context of national and regional economies. Investigates and analyzes business cycles and changing monetary conditions, urban and regional growth cycles and planning factors, financing, labor patterns, and other cost factors. Prerequisite: GMPF 5002 and 5003.

GMP 5876 Managerial Accounting and Reporting - Real Estate (CR) 3 cr.

Examines the uses of managerial accounting in investing, operating, decision making, and management in the real estate development and management industry. Reviews accounting concepts, principles, and reporting requirements that apply to income-producing properties and the positions of real estate investments. Focuses on the use of financial data for planning and controlling ongoing real estate operations. Other topics covered include cost control methods and budget preparation; accounting during acquisition, development, and construction; and rental operations and lease transactions. Prerequisite: GMPF 5001.

GMP 5878 Marketing Management for Real Estate Development and Management (CR) 3 cr.

Planning the marketing effort, integrating it into the total operation of a real estate-related organization, and managing the marketing function are the thrusts of this course. Specific topics include merchandising mix, tenant positioning, advertising, and promotion and retailing. Prerequisite: GMPF 5005.

GMP 5880 Real Estate Finance: Instruments, Institutions, and Investment Analysis (CR, AC) 3 cr.

Real Estate Finance investigates the different instruments and structures by which investments in real estate are financed and examines capital markets, the sources and real estate uses of institutional funds, and the role of government in real estate finance. It examines the methods and strategies by which developers and investors raise their capital and reviews the concept of gap financing and construction loans, negotiating mortgage clauses, enforceability, liability, and remedies. It examines alternative financing instruments in real estate financing, complex joint ventures, wrap arounds, sale-leasebacks, interest rate swaps, and syndications. Prerequisite: GMP 5064.

GMP 5882 Construction Technology and the Building Development Process (EL) 3 cr.

This course covers three significant areas of construction including construction practice and materials, structural technology, and building systems. Specific topics include understanding and reading blueprints; current practices in structural design; survey of materials; methods and equipment used in commercial and industrial construction; loads, stresses, and designs; HVAC systems; water, plumbing, and fire protection systems; and electrical systems. Focus is on the utilization of the fast track concept in this course.

GMP 5884 Urban Infrastructure and Environmental Issues (EL) 3 cr.

This course examines the use and development of planning standards to estimate service capacity in urban and suburban locations; the application of urban economics and theories of location and conflict analysis to the siting development of public and quasipublic infrastructure service facilities such as power plants, airports, highways, parks and recreation facilities, waterworks, and sanitation; and the relationship of public services to private land development.

GMP 5886 The Regulation of Real Estate Development (AC, EL) 3 cr.

This course analyzes the specific roles and perspectives of government and business and the specific regulations imposed on the development process by the various levels of government

(city, county, and state growth ordinance and restrictions), including environmental reviews, Army Corps of Engineers, landmark designation, building department approval, tax abatement and incentive programs, and rent regulations. Focus is on the development of a practical knowledge base of regulations and when to utilize the knowledge.

GMP 5888 Real Properties Management (AC, EL) 3 cr.

This course examines three principal aspects of the commercial perspective of real properties management. Facilities management focuses on the development of manpower requirements, taxation (assessment/appeal process), reserve for replacement/repair programs, preventive maintenance programs, repair programs, energy management, and building access controls. Facility management examines long-term space planning, design, and construction considerations. The planning and controls focus concentrates on the comparative costing of facilities and the valuing of the real estate assets. Other topics include tenant mix, lease negotiations, advertising and promotion, insurance, and risk management.

GMP 5892 Current Issues Symposium (EL) 2 cr.

The Current Issues Symposium is a series of current topics presented by leading experts concerning real estate development and management issues. The topics generally include the politics of development, design for development, managing the development effort, risk assessment in engineering, project management, financing community development, and learning from construction failures.

GMP 5894 Legal Issues in Real Estate (EL) 3 cr.

This course examines the legal issues that arise in the operations of property development and management. It establishes the basic principles and instruments of real property law and continues with the problem issue of site acquisition; the organization of the development entity; land use regulation; financial instruments; leases; contracts with professional architects, engineers, designers, and contractors; methods for resolving conflicts; and property disposition.

GMP 5896 - Ethics and the Developer (CR) 1 cr.

This one-credit course is designed to introduce professional real estate students to the moral, social, and policy aspects of the issue of ethics within the real estate commercial development and management field. The course will establish a framework within which the subject of ethics can be explored from a practical perspective. Emphasis will be placed on the fact that real estate professionals have a special obligation to consider alternative solutions to business problems that enhance human values as a byproduct of their decisions.

A focus will be placed on the responsibility of any professional entering the real estate field, which has such a high visibility, to recognize the responsibility to the public and that decisions affect virtually every public sector, i.e., the banker, the developer, the contractor, the architect, and the lawyer, as well as the owner.

A case study format will be utilized to establish examples of specific issues involving ethics within the real estate field. Topics such as ethics and human values definition, the boundaries of ethics, social responsibilities, being accountable to each other within the field, etc., are explored.

GMP 5905 Microcomputer Applications in Business (EL) 3 cr.

This course deals with hands-on use of a microcomputer utilizing the four most commonly used applications--word processing, spreadsheets, personal database, and graphics.

GMP 5909 Communicating with Microcomputers (EL) 3 cr.

This course deals with the terms and techniques necessary to understand and use a modem and terminal software to send and receive messages and files. The students will begin to develop the skills needed to show mastery of the key concepts and rules about using the UNIX operating system.

GMP 5951 Computer Application in Health Care Administration (HSA) 3 cr.

This course reviews the use of computers in the health care industry. The student will learn different types of computer systems and the use of software packages.

The Doctoral Division

The educational emphasis of Nova's professional doctoral degree programs in business and public administration and international business is on strategic planning and management decision making and problem solving. The doctorate in business administration (D.B.A.), the doctorate in public administration (D.P.A.), and the doctorate in international business administration (D.I.B.A.) programs are specifically designed for upper-level business and industry executives; public sector administrators and policy makers; and professionals in the field of human resource planning and management and supervisory training. These doctoral programs are not designed to provide primary training for those interested in pursuing careers in teaching or research, per se. Those earning any of these doctorates are amply prepared as practitioner-academics to take their place alongside classically trained academics or faculties whose clientele are mature undergraduate and graduate students in need of exposure to both practical applications and theoretical constructs in business or public administration.

The professional orientation of these doctoral programs encourages the application of classical theory and research methodology to problems of strategic planning and decision making by high-level corporate and public agency personnel. The curriculum of the programs is carefully balanced to ensure depth and rigor associated with doctoral education across fields. Students demonstrate their competencies through implementation of research. The dissertation is a significant element of the programs. The research is analytical; it is theoretically based; it is problem centered; it is an application of intervention strategy. The dissertation demonstrates the ability of candidates to meet the challenges of their professional milieu in a thorough, systemic, and responsible manner.

The Nova University professional doctorate programs contribute to the developmental growth of accomplished individuals by providing them the opportunity to go beyond prior skills training acquired in baccalaureate and master's programs. Graduates have become recognized leaders in business and industry, government and education. Their growth has meant organizational growth and development, as well as increased productivity in terms of both efficiency and effectiveness. The D.B.A., D.I.B.A.,

and D.P.A. student/graduate is a self-actualizing individual who seeks to improve upon his or her already considerable professional accomplishments. The doctoral curriculum and research focus of the Nova programs facilitate the bringing to fruition of such goals.

DOCTORATE IN BUSINESS ADMINISTRATION

Program Objectives

The Doctorate in Business Administration (D.B.A.) curriculum seeks to prepare senior-level management professionals to assume increased responsibility in the areas of strategic planning and decision making, as well as to provide them with experience in designing and conducting business research. The program provides the practitioner-academic with both depth and balance, insight essential for executives as well as for senior staff members, consultants, and teachers.

The program helps the mature student to develop the most advanced techniques of decision making and to learn the necessary skills that accompany high-level responsibility. A further objective is to develop executives, teachers, and consultants who are not only leaders but who can use their professional backgrounds to innovate, experiment, design, and manage large systems within complex organizations in our increasingly multifaceted and multisector economy.

Program Philosophy

D.B.A. students are imbued with the philosophy that management is a professional discipline. The D.B.A. program curriculum consist of courses and seminars that cover the spectrum of general knowledge in both quantitative and general areas of management. The material content of the curriculum corresponds with important fields stressed by the professional divisions and special interest groups of the Academy of Management and other professional bodies.



Career Option Specialties

The Nova University doctorate in business administration programs offers the senior professional career options in accounting (ACC), human resource management (HRM), and international management (IM), in addition to a classical and applications-oriented business curriculum. Students are counseled to select the career option specialty courses when scheduled in Fort Lauderdale in a weeklong national cluster format each summer.

The Curriculum and Program Schedule

The curriculum consists of 60 graduate credits beyond the master's degree. The D.B.A. program operates on a year-round basis. All coursework, seminars, workshops, and the Comprehensive Examination can be completed within three years. Since each student progresses at his or her own pace in researching and writing the dissertation, the total length of time in the program will be between three and four years.

Classes meet monthly in a convenient weekend format at cluster locations. Attendance at a once-a-year, weeklong institute is required. The business and public policy seminar meets in the Washington, D.C. area generally in April, August, and December. Students may attend the session of their choice during their first year in the program. The seminar in research methods is computer mediated using the UNIX operating systems for telecommunications supported through the University's computers. A seminar dealing with strategic planning and change is held on campus in Fort Lauderdale as a capstone course activity. This seminar is scheduled three times a year in April, August, and December. Students may attend the session of their choice after completing all other courses and seminars in the program and passing Part I of the Comprehensive Exam. The professional studies workshop is held in conjunction with the Academy of Management annual national conference, generally in late August, at a location that varies from year to year. Students may attend this workshop anytime while they are in the program, although they should do so as soon as possible. Students selecting one of the career option specialties will attend a *Professional Studies Workshop* in conjunction with national conferences within the selected field of study. Accounting students attend a *Professional Studies Workshop* in conjunction with the annual meeting of the American Accounting Association. HRM students attend a *Professional Studies Workshop* in conjunction with the annual conference of the Society for Human Resource Management. IM students attend a *Professional Studies Workshop* in conjunction with the annual meeting of the Academy of International Business.

The following curriculum profile of the D.B.A. program lists all program curriculum activities in course number order, not necessarily in the order in which students typically pursue the program.

		Credits
CSA 6010**	Administrative Theory and Practice	4
CSA 6020	Organization Behavior/Personnel Management	4
CSA 6030	Information and Decision Sciences	4
CSA 6040**	Economic Analysis	4
CSA 6050	Operations Management	4
CSA 6060	Business and Public Policy Seminar	4
CSA 6071	Seminar in Research Methods	4 *
CSA 6080	Professional Studies Workshop	2
CSA 6110**	International Business and Finance	4
CSA 6120	Marketing Management and Research	4
CSA 6130	Financial Decision Making in Business	4
CSA 6140**	Strategic Decision Making	4
CSA 6150**	Readings in Business Administration	4
CSA 6090	Comprehensive Exam	0
CSA 6091	Dissertation I	2
CSA 6092	Dissertation II	2
CSA 6093	Dissertation III	2
CSA 6094	Dissertation IV	2
CSA 6095	Dissertation V	2
CSA 6096	Professional Publication	0
		<hr/> 60

*The four credits are taken in one-credit segments.

**Students electing one of the career option specialties do not enroll in these classes. Instead, they enroll in the following courses according to their career option selection.

Career Option A: Accounting (ACC)

CSA 6710	Seminar in Financial Accounting
CSA 6720	Federal Taxes and Management Decisions
CSA 6730	Seminar in Managerial Accounting
CSA 6740	International Accounting and Taxation
CSA 6750	Readings in Accounting

Career Option B: Human Resource Management (HRM)

CSA 6315	Strategic Programming in HRM
CSA 6330	Performance and Reward Systems
CSA 6325	Employee Relations and Services
CSA 6310	Strategic HRM and Change
CSA 6370	Readings in Human Resource Management

Career Option C: International Management (IM)

CSA 6410	International Management
CSA 6450	Comparative Government and Economic Systems
CSA 6470	International Legal Framework
CSA 6440	Strategic Decision Making in International Business
CSA 6480	Readings in International Business

DOCTORATE IN PUBLIC ADMINISTRATION

Program Objectives

The Doctorate in Public Administration (D.P.A.) curriculum seeks to prepare practicing public managers to assume greater managerial responsibility; to enhance problem-solving capability; to design, implement, and evaluate research; and to acquire advanced knowledge of management and decision making relating to improving public sector productivity.

The D.P.A. program assists the mature student in developing the most advanced techniques of decision making and in learning the necessary research skills that accompany high-level responsibility. A further objective is to develop executives, consultants, and teachers who are not only leaders but who can use their professional backgrounds to innovate, experiment, and design and manage large systems within complex organizations in our increasingly multifaceted and multisector economy.

Program Philosophy

D.P.A. students are imbued with the philosophy that management is a professional discipline. The D.P.A. program curriculum consists of courses and seminars that span the realm of knowledge of generic management as well as quantitative aspects of decision making. The material content of the curriculum includes the development of the public administration profession; the

public administration ethos; and substantive aspects of public budgeting and finance, of comparative administrative systems, and of the impact of ideology on strategies of administration. The emphasis on practical aspects of decision making in the public sector is highlighted through the reflections of current issues focused upon by the American Society for Public Administration and other professional bodies.

The Curriculum and Program Schedule

The curriculum consists of 60 graduate credits beyond the master's degree. The D.P.A. program operates on a year-round basis. All coursework, seminars, workshops, and the Comprehensive Examination can be completed within three years. Since each student progresses at his or her own pace in researching and writing the dissertation, the total length of time in the program will be between three and four years. Classes meet monthly in a convenient weekend format at cluster locations. Attendance at a once-a-year, weeklong institute is required. The Business and Public Policy Seminar meets in the Washington, D.C. area generally in April, August, and December. Students may attend the session of their choice during their first year in the program. The Seminar in Research Methods is computer mediated using the UNIX operating systems for telecommunications supported through the University's computers. A seminar dealing with strategic planning and change is held on campus in Fort Lauderdale as a capstone course activity. This seminar is scheduled three times per year in April, August, and December. Students may attend the session of their choice after completing all other courses and seminars in the program.

The Professional Studies Workshop is held in conjunction with the American Society for Public Administration's annual national conference, generally in late March or early April, at a location that varies from year to year. Students may attend this workshop anytime while they are in the program, though the faculty recommends attendance as early in the program as possible.

The following curriculum profile of the D.P.A. program lists all program curriculum activities in course number order, not necessarily in the order in which students typically pursue the program.

		Credits
CSA 6010	Administrative Theory and Practice	4
CSA 6020	Organization Behavior/Personnel Management	4
CSA 6030	Information and Decision Sciences	4
CSA 6040	Economic Analysis	4
CSA 6050	Operations Management	4
CSA 6060	Business and Public Policy Seminar	4
CSA 6071	Seminar in Research Methods	4 *
CSA 6080	Professional Studies Workshop	2
CSA 6210	Strategic Decision Making in Government	4
CSA 6220	Comparative Administrative Systems	4
CSA 6230	Financial Decision Making in Government	4
CSA 6240	Constitutional/Administrative Law and Ethics	4
CSA 6250	Readings in Public Administration	4
CSA 6090	Comprehensive Exam	0
CSA 6091	Dissertation I	2
CSA 6092	Dissertation II	2
CSA 6093	Dissertation III	2
CSA 6094	Dissertation IV	2
CSA 6095	Dissertation V	2
CSA 6096	Professional Publication	0
		<hr/> 60

*The four credits are taken in one-credit segments.

DOCTORATE IN INTERNATIONAL BUSINESS ADMINISTRATION

Program Objectives

The Doctorate in International Business Administration (D.I.B.A.) curriculum seeks to prepare business and government leaders, as well as management consultants, to engage in planning and decision making in the international business realm. Traditional strategic management concerns of business are treated from the perspective of the multinational corporation as

well as both foreign and domestic company challenges and opportunities as business activities are conducted in the international arena. The program is designed for advanced students of international relations, business and government executives, and consultants who seek to refine their capabilities of decision making and to learn the necessary research skills that accompany high-level responsibility. A further objective of this doctoral program is to enhance the ability of those with professional expertise in international business to enable them to innovate, experiment, design, and manage large systems within complex organizations in an increasingly multinational business environment.

Program Philosophy

Doctoral students are exposed to the philosophy that management is a professional discipline. The curriculum of the international business administration program consists of courses, seminars, and research activities that cover the spectrum of knowledge in both quantitative and general areas of business within the macroeconomic context of business conducted in the international arena.

The Curriculum

The curriculum consists of 60 graduate credits beyond the master's degree. There are core management courses and seminars that are taken by D.B.A. as well as D.I.B.A. students. In addition, there are specific international business courses and a *Professional Studies Workshop* designed to meet the needs of the D.I.B.A. student. All courses are scheduled on a rotational basis in each of two formats. Full-time students enroll in classes that meet on a weekend schedule with one weekend per month over a three-month period as well as classes that meet in an intensive six-day format once every four months. Part-time students enroll in classes in either format, but generally in fewer classes per year. A part-time student can expect to complete the coursework within three years. Completion rate is dependent upon individual preparation time required for the Comprehensive Exam as well as the dissertation. Two program activities are scheduled only in intensive weeklong formats: the *Professional Studies Workshop*, which is held in conjunction with the meeting of the Academy of International Business and deals with topical concerns prevalent in the international business community as assessed by practitioners as well as leading scholars in the field; and the *Strategy*,

Policy, and Planning course, which is designed as a capstone workshop to give advanced students the opportunity to function in simulated strategic-planning and policy decision-making situations.

The following curriculum profile for the D.I.B.A. program lists all program curriculum activities in course number order, not necessarily in the order in which students typically pursue the program.

		Credits
CSA 6030	Information and Decision Science	4
CSA 6050	Operations Management	4
CSA 6060	Business and Public Policy Seminar	4
CSA 6071	Research Seminar/Computer Mediated	4 *
CSA 6080	Professional Studies Workshop	2
CSA 6110	International Business	4
CSA 6410	International Management	4
CSA 6420	International Marketing	4
CSA 6430	International Finance and Banking	4
CSA 6440	Strategic Decision Making in International Business	4
CSA 6450	Comparative Government and Economic Systems	4
CSA 6470	International Legal Framework	4
CSA 6480	Readings in International Business	4
CSA 6090	Comprehensive Examination (Part I)	0
CSA 6089	Comprehensive Examination (Part II)	0
CSA 6091	Dissertation I	2
CSA 6092	Dissertation II	2
CSA 6093	Dissertation III	2
CSA 6094	Dissertation IV	2
CSA 6095	Dissertation V	2
CSA 6096	Professional Publication	0
		<hr/> 60

*The four credits are taken in one-credit segments.

Doctoral Program Curriculum Overview

The curriculum in the doctoral programs offered by the Business School is designed to meet the educational and professional development needs of upper-level business executives, public agency administrators, and consultants in the fields of business and public administration and international business. The programs share common management, decision science, and research courses and seminars. Specialized courses, seminars,



and workshops as well as field-specific dissertations provide the basis for degree specializations leading to the D.B.A., D.I.B.A., and D.P.A. degrees, respectively. Students benefit from a rich cross-fertilization of ideas and perspectives on problem solving through peer interaction across the disciplines, within similar organizational contexts.

Telecommunications through UNIX

Students are required to participate in ongoing teleconferencing and computer mediated learning as an enhancement of their classroom activities. Through the use of a personal computer (PC) with a modem linked to Nova University's computer system using the UNIX operating system, students, faculty, and administrators are linked electronically. The UNIX system offers vast opportunities for teleconferencing, electronic mail, and self-paced tutorials in quantitative methods, as well as sophisticated word processing utilities such as Writers Work Bench. CSA 6071, Seminar in Research Methods, has been designed in a computer mediated format that both demonstrates the power of the computer as a meaningful tool in doctoral research and provides the

student with a new dimension of interpersonal relationships in the mainstream of business, industry, education, and government operations. With the introduction of UNIX technology into the delivery system of higher education, Nova University once more demonstrates its leadership.

Through teleconferencing and electronic mail, students and faculty need not limit their intellectual interaction to the classroom. The learning environment truly becomes boundless in a temporal and spatial sense. The computer and the most sophisticated of operating systems, however, are employed as part of the medium of education. Nova University believes that the mastery of telecommunications skills today, for doctoral students, is similar to the mastery of computer programming skills a decade ago, finite math and statistics two decades ago, and foreign languages three and more decades ago. These skills are still valid research tools for doctoral students in particular fields of study. Today, though, the ability to manipulate and process data and other information files, disseminate findings widely to affected peers, and collaborate through interactive computer systems in a nondistracting environment has become an invaluable tool for the problem solver and decision maker at the highest levels of American business, industry, government, and education.

Upon entry into the doctoral programs, students are provided detailed information and assistance regarding the use of the UNIX system and selection of their own PC, should they not yet own one. For more information regarding UNIX at Nova, please contact the Center for Computer and Information Sciences or the School of Business and Entrepreneurship. The Business School is currently implementing computer media elements into all of its curriculums at the doctoral level and is planning for its introduction into the master's curriculum.

Dissertation

The dissertation is the culmination of the doctoral program. The dissertation demonstrates the ability of the student to design and implement a major piece of research that has both theoretical and practical significance. The hallmark of the Nova dissertation is its orientation toward problem solving and practical intervention in the work environment. The Nova doctoral student seeks to become a "program mover" or "change agent" in his or her professional milieu, as well as profession. In part, the dissertation teaches the student the strengths and limitations of

applied research; it also demonstrates the student's ability to link theory to analysis and strategy to operations in the real world of complex organizations.

The dissertation process is broken down into its traditional component parts to facilitate student progress. The student identifies his or her research area. Next, he or she provides a comprehensive introduction and literature review focusing on the research questions at hand and by an identification and explication of the appropriate research methodology associated with the research questions. Data collection, analysis, interpretation, assessment, evaluation, summary, and conclusion flow naturally from this point. Once the study is complete, it is presented in conventional form and a defense is scheduled.

The student is assisted in the dissertation process by an academic committee of three professors. Students are provided information regarding the research and practical backgrounds of the faculty in order to assist them in selecting a chair and second reader. Students, faculty, and the director of research communicate also through telecommunications via the UNIX operating system.

Once students reach the dissertation phase of their program, they are provided with a dissertation manual that describes in detail the philosophy and the scope of the dissertation, as well as the procedures in effect for teleconferencing, electronic mail, self-paced tutorials in quantitative methods, and sophisticated word processing to facilitate student progress through this most important phase of doctoral education.

Comprehensive Examinations

Students seeking the doctoral degree are required to sit for and pass a two-phase Comprehensive Examination. The first phase is a qualifying examination that may be taken anytime after the following criteria are satisfied.

1. Full admission to the program
2. Completion of outstanding prerequisite coursework required at the time of admission to the program
3. Completion of a minimum of 20 doctoral credits in the program including CSA 6060 (Business and Public Policy Seminar). Students must have a minimum of a 3.0 grade point average at the time of registration for the examination.

After passing the qualifying phase of the Comprehensive Examination, students will be permitted to begin work on their dissertations while they complete remaining coursework, seminars, and workshops in the program. The second phase of the Comprehensive Examination is taken when all coursework has been completed. Students may take this exam prior to participation in the *Professional Studies Workshop* and prior to completing their dissertations, subject to the following condition: they must have a minimum of a 3.0 grade point average and have passed the qualifying exam.

Comprehensive Examinations are scheduled three times per year. They are available in each cluster location on a rotational basis once a year and on campus each testing period. Information on Comprehensive Examination schedules is communicated to students each term with material distributed as part of the registration process. In addition, students are provided detailed information on the nature of the Comprehensive Exams, including format, subject matter covered, evaluation criteria, and satisfactory progress at the time of matriculation in the program. Copies of past Comprehensive Exams are available "on-line" through UNIX.

Doctoral Publication Requirement

The publication requirement of the doctoral programs is designed to demonstrate the research, writing, and presentation abilities of students, acquired and/or refined through their doctoral studies. The ability to analyze problems, undertake original research, or integrate programmatic materials for dissemination to a broader public is one of the traditionally accepted measures of doctoral education. The School of Business and Entrepreneurship has identified the following accomplishments as acceptable evidence of satisfaction of the doctoral publication requirement:

1. An article published in refereed academic journal or similar publication
2. An article prepared for presentation by invitation at a national professional conference such as the Academy of Management or the American Society for Public Administration
3. A report or monograph published by a professional organization, corporation, or public agency.

All publications, along with supporting documentation, will be reviewed by the Dean or the Director of Doctoral Research, who will determine their acceptability. Students will be notified as to the acceptability of their material as soon as practicable after its receipt.

GENERAL INFORMATION ON THE DOCTORAL PROGRAMS

Admission Requirements

Admission requirements for the student wishing to matriculate in any of the doctoral programs offered through the School of Business and Entrepreneurship are listed below. Degree-specific requirements are clearly identified.

1. A master's degree from an accredited college or university. D.B.A. and D.I.B.A. applicants are expected to have a master of business administration (M.B.A.) or similar management degree with specific business foundation courses at the master's level. D.P.A. applicants are expected to have a master of public administration (M.P.A.), political science (M.S./P.S.), or similar degree with specific management foundation courses at the master's level. Foundation courses by degree include:

D.B.A.--	Accounting or Finance, Economics-Macro
D.B.A.-Acc.--	Micro, Marketing, Management or
D.B.A.-I.M.--	Organizational Theory, Quantitative
D.I.B.A.--	Methods or Statistics
D.P.A.--	Quantitative Methods or Statistics
	Economics - Macro/Micro, Management or
	Organizational Theory
D.B.A./Acc.--	Does not require master's-level economics
D.B.A./	
H.R.M.--	Does not require master's-level economics,
	but does require Personnel or Human
	Resource Management.

2. Five years of management-level experience in business, industry, government, military service, or education. This requirement may be waived for consultants with evidence of professional activity.
3. Three letters of reference, preferably from supervisory personnel or other professional contacts
4. A resume or "curriculum vitae" with detailed explanation of previous and present employment responsibilities
5. Submission of a written essay of between 500 and 1,000 words dealing with professional development goals and objectives, as well as demonstrating a genuine intellectual capacity and motivation to pursue doctoral-level work
6. Satisfaction of outstanding foundation coursework identified in requirement one (1) above
7. Submission of official undergraduate and graduate transcripts
8. Submission of a valid test score from the Graduate Management Admissions Test (GMAT). To be valid, the test score must not be more than five years old at the date of submission to Nova unless the applicant has earned his or her master's degree within three years prior to applying to Nova. Test scores are evaluated in relation to undergraduate and graduate grade point averages. As a general rule, mean scores tend to be 500+ on the GMAT, undergraduate grade point averages are 3.0+, and graduate grade point averages are 3.4+. These scores are only guidelines and are evaluated in the context of students' professional attainments.

International students may be required to submit evidence of English language competency enabling them to pursue advanced graduate work.

International students requiring a student I-20 visa may enroll in the doctoral program only on campus in Fort Lauderdale, Florida. In addition, they must be enrolled in two courses or seminars per term in order to maintain their status.

The Admissions Committee

The Admissions Committee for the doctoral program comprises senior faculty members in the School of Business and Entrepreneurship. The Director of Student Development and support staff are charged with the responsibility of assembling each

applicant's credentials for review by the committee. The Director of Doctoral Programs officially notifies applicants of their admission status, as well as changes in status throughout their matriculation. Nova University is an equal educational opportunity institution.

Foundation Course Satisfaction

Those students who must complete program foundation courses as a condition for receiving degree candidacy status may enter their program of study on a conditional or provisional basis; however, they may not enroll in any doctoral course that has a specific knowledge prerequisite associated with any foundation course until such course or courses have been completed. Foundation courses, as well as any other outstanding requirements, must be satisfied before the student is eligible to take the Comprehensive Examination and can advance to degree candidacy status. Students are encouraged to complete outstanding foundation coursework during their first year in the program.

Options for completing any foundation course requirement include enrolling in a master's level course through Nova University or another accredited university. Nova is currently developing computer mediated tutorials in some of the foundation course areas. These may be used in preparation for proficiency examinations when they are available. Any foundation course taken through Nova University will appear on the student's transcript, although the grade will not be included in the student's cumulative doctoral grade point average. Satisfactory completion of foundation courses requires grades of B or better.

Acceptance Procedures

Students are admitted to the doctoral programs under the following classifications. First is *full* acceptance. This status is matriculant status and is awarded when all admissions requirements are satisfied. Second is *provisional* acceptance. This is given to students who have not yet satisfied all the admissions requirements but have given evidence that all requirements can be met.

Students will be notified in writing of the status under which they may enroll in classes. Upon completion of all requirements, notification of full acceptance will be given in writing. Failure to meet any full admission requirements may result in suspension of the privilege to enroll in class at the discretion of the Program Director.

Active Status, Interrupted Studies, and Reinstatement

Students are considered actively engaged in graduate study if they are enrolled in one doctoral or foundation course or enrolled in a workshop or seminar in a given term. (Students are considered active during a term in which they satisfy all requirements for a course in which they received a grade of I.) Students are also considered active during the term in which they are preparing for their Comprehensive Examination, provided they sit for the exam in that term. Finally, students registered for dissertation credits, for any computer mediated instruction or seminar, or for their advanced readings are considered to be actively enrolled under the same conditions as if they were enrolled in a regular course with monthly meetings.

Students who fail to register for and complete any regular course, seminar, workshop, advanced readings course, dissertation credits, Comprehensive Examination, computer mediated instruction, for two consecutive terms (one of which may have been spent satisfying an incomplete grade) are considered to be *inactive*. A student who is inactive for a total period of up to one year from the last term in which he or she was registered may be reactivated with no academic penalty. There is a \$50 interrupted studies fee, which must accompany an official request for reactivation. A student who is inactive for more than one full year from the last term in which he or she was registered may petition for *reinstatement*. There is a \$100 reinstatement fee, which must accompany an official request for reinstatement. Students petitioning for reinstatement will be required to meet all program requirements in effect at the time of reinstatement, which may or may not differ from requirement in effect at the time of initial matriculation. The University reserves the right not to reinstate any student who was on academic probation at the time he or she interrupted matriculation. Such students petitioning for reinstatement may be required to reenroll in courses or seminars in which they earned substandard grades, i.e., grades less than B.

International Students

International students must submit a TOEFL score of 550 or higher or show evidence of English language proficiency suitable for graduate study. The student visa (I-20) may be issued only upon completion of all admissions requirements. Therefore,

international students are urged to be sensitive to requirements prior to applying to the program. NOTE: international students requiring a student visa may enroll in the doctoral program only in Fort Lauderdale, Florida. International students may not enroll in field-based clusters. For more information regarding the procedures of obtaining a student visa, please contact the Office of Student Services or the program office.

Study Format

The study format is the same for all doctoral programs. The academic year is divided into three terms. Regular format courses are scheduled to meet for three full weekends all day Saturday and Sunday--one weekend per month for three months. National seminars meet for one full week and are scheduled three times per year. Students generally attend three regular courses and one national seminar per year to maintain their active status. There is a total of eight regular format classes, two national seminars, one Professional Studies Workshop in conjunction with attendance at a professional conference, one advanced readings course, which is conducted as a directed independent study, a computer mediated seminar in research methods, the Comprehensive Examination, and dissertation. The program is designed to be completed in 36 to 42 months by students who do not interrupt their matriculation.

Attendance Policy

Since regular format courses meet one weekend per month for three months and seminars and workshops meet for intensive one-week periods, attendance is mandatory at all scheduled sessions. Inasmuch as Nova has established a nontraditional format and delivery system for these professional doctoral programs, the expectation is that students will act responsibly and make every effort to attend all class sessions. Networking and peer interaction may be relied upon in the event one of the six meeting days is missed. However, students are cautioned that they will jeopardize their grades in courses, as well as their overall performance in the program, should they consistently miss classes. Incompletes are given at the discretion of the professor in a course. Students must present cogent reasons in requesting an Incomplete.

Cluster Locations

One of the truly innovative aspects of the Nova University professional doctoral programs is the availability of the programs at regional locations throughout the United States. Each such location is referred to as a "cluster" of students pursuing common educational goals. Each cluster has an administrative coordinator as well as an academic mentor. The administrative coordinator is responsible for logistics and local arrangements. The academic mentor is responsible for student counseling and frequently serves as a member of student dissertation committees. Applicants should check with the program office for the regional location nearest to them.

Transfer Credits

The University will accept up to the equivalent of two courses at the doctoral level (with grades of not less than B) from a program of graduate study at another accredited institution, provided the doctoral courses have not been applied toward another degree, the course content is the equivalent of courses offered in this program, and the courses have been taken within the five-year period prior to matriculation. Applications for approval of transfer credits must be made in writing to the program office, and students are advised to receive recognition for this work at the time of admission. Students may not transfer credits taken after the date of their first matriculation in any Nova doctoral program.

Grading and Academic Probation Policies

Students will receive progress reports following each term in which they register for classes. This report will indicate the current status of grades and earned semester hours for all courses completed and/or attempted. The doctoral program office maintains an up-to-date progress report on each student.

Students are required to maintain a cumulative grade point average (GPA) of 3.0 for the duration of their course of study. Any student who fails to maintain a 3.0 will be placed on academic probation for two terms. If probation is not removed at the end of two terms, the student may be suspended from the program. For veterans and other persons eligible for Veterans Administration (VA) benefits, failure to remove probation by the end of six months will result in the loss of eligibility for VA benefits. A student may petition for reinstatement in the program after a period of eight months, explaining the reasons why

academic potential has changed. At that time the student will speak with an adviser and the reinstatement petition will be considered. Students readmitted after being dropped from the program for reasons of academic deficiency will be subject to all current program policies and degree requirements and may be required to retake courses in which substandard grades were earned in order to regain good academic standing, i.e., a 3.0 GPA. Retaking courses does not remove the previous course entry on the student's official transcript, but the highest grade earned in the course will be computed as part of the GPA, thus enabling the student to improve his or her grade point average.

Students who have reason to believe that there has been an error in assigning a grade in a course may formally protest and invoke the grade appeal procedure. When submitting written work, students are required to sign a statement verifying the authenticity of authorship. As a general policy, students are permitted to retake any course, at their own expense, in which a grade of C+ or lower has been earned, whether or not they have been placed on academic probation as a result of such a grade.

Grading System

The grading system for the doctoral programs is as follows:

A	(4.0)	Excellent
B+	(3.5)	Very Good
B	(3.0)	Good
C+	(2.5)	Acceptable, but Weak
C	(2.0)	Poor
F	(0.0)	Failure

I Incomplete-- Given when most but not all coursework has been completed. An I must be requested from the instructor and requires the completion of an Incomplete Grade Form, which may be obtained from the program office.

W Withdrawal-- Given after the second weekend of class at the request of the student for any reason or by the instructor when outstanding work is not submitted by the student and the student has not requested an Incomplete.

Incomplete Grade Make-Up

Students who receive a course grade of I have one term or four months in which to make up the Incomplete coursework. There is a charge of \$25 for processing the grade change from an I to the grade earned. This charge will be posted to the student's financial records in the Comptroller's Office. At the end of the term following receipt of a grade of I, the I is recorded on the student's transcript as an IW (Incomplete Withdrawal). Credit for the course may be earned only by retaking the course at full tuition charge.

Grade Appeal Procedure

The grade appeal procedure for students is itemized below and should be followed in all instances, making sure each step is fully exhausted before going to the next step.

- Step 1: The professor should be contacted to discuss the grade disparity. (The problem should be resolved at this level if at all possible.)
- Step 2: The student must make appeal in writing to the professor, noting specific objections to the grade received. The professor must respond in writing, giving justification for the grade given. Copies of both communications should be forwarded to the Program Director.
- Step 3: An appeal committee will be appointed to mediate the dispute. The committee will review both written and oral arguments in the case. The committee consists of one administrative officer of the program, one faculty member who teaches in the program, and one student who is currently enrolled in the program.
- Step 4: The student and professor will be informed of the committee's decision and, barring no written objections by either party, the recommendation of the committee will be accepted.
- Step 5: If written objections are received within 10 days, the matter will be referred to the Dean for review and resolution.

All nongrade student grievances must be made in writing to the Director of Doctoral Programs.

Student Costs*

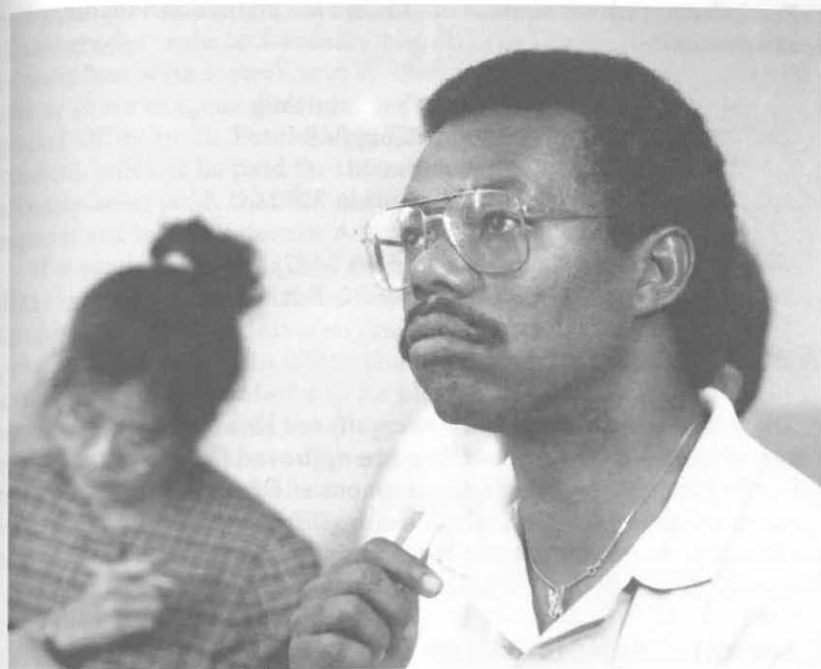
Application Fee	\$ 30
Registration Fee (per term)	\$ 25
Late Registration Fee	\$ 50
Incomplete Grade Change Fee	\$ 25
Interrupted Studies Fee	\$ 50
Reinstatement Fee	\$ 100
Graduation Fee (excluding cap and gown).....	\$ 30
Tuition: Doctoral (per credit hour)	\$ 350
Tuition: Master's Level Prerequisites (per credit hour) ..	\$ 275
Seminar/Workshop Fees (in addition to tuition)	
Business and Public Policy Seminar	\$ 150
Strategy, Planning, and Policy Seminar	\$ 75
Professional Studies Workshop	\$ 50
Computer Usage (per hour on line)	\$ 10
Dissertation Continuation Fee (per term)	\$ 700
Comprehensive Exam Fee	\$ 50

*Tuition and fees are subject to change without notice.

In order to avoid confusion on the matter of fees, students are invited to discuss the matter with a program representative. The late registration fee is charged anytime payment is received by the University beyond the closing date for registration. The interrupted studies fee is charged to students who do not register for coursework for one term and are therefore removed from the active student roll. The reinstatement fee is a charge to reactivate students who have not enrolled in courses for one year or longer and who seek readmission to the program. Payment of this fee does not guarantee readmission.

The seminar and workshop fees are assessed to defray nonacademic expenses associated with the delivery of these course activities. This includes such items as logistical support of students and occasional program-related materials typically not covered by tuition. The computer usage fee is based on actual computer connect time used by students in courses requiring use of the UNIX system or additional computer usage by students on a voluntary basis. Students may purchase blocks of hours, usually in increments of 15 hours. Details regarding computer usage are available through the program office.

Student fees are due and payable during specified registration periods prior to the commencement of terms. In the event students are in need of financial assistance, they are advised to



contact the Office of Student Financial Aid. The program office will assist students in any manner possible to facilitate the processing of financial aid papers, but takes no responsibility for determining eligibility for any form of financial assistance.

Financial Aid

Nova University offers a comprehensive program of financial aid to assist students in meeting educational expenses. Financial aid is available to help cover direct educational costs such as tuition, fees, and books as well as indirect expenses such as food, clothing, and transportation. The primary responsibility for paying for education rests with the student and his or her family. Financial aid is available to "fill the gap" between the cost of education and the amount the family can reasonably be expected to contribute.

In order to qualify and remain eligible for financial aid, students must be accepted for admission into a University program; be eligible for continued enrollment; be a United States citizen, national or permanent resident; and be making satisfactory academic progress toward a stated educational objective in accordance with the University's policy on satisfactory progress for financial aid recipients.

For information on sources of aid and for application forms, please contact:

Nova University
Office of Student Financial Aid
Parker Building, Room 348
3301 College Avenue
Fort Lauderdale, Florida 33314
(305) 475-7410
Dade County: (305) 940-6447, Ext. 7410
Toll-free: (800) 541-6682, Ext. 7410

VA BENEFITS

The programs at Nova University offered through the School of Business and Entrepreneurship are approved for veterans' training through the Florida Department of Education, State Approving Agency for Veterans Training. Students using veterans' benefits must contact the Nova University VA representative in the Office of the University Registrar.

Veterans Administration Requirements

Satisfactory Progress: Students receiving veterans' benefits are required to maintain grades indicating satisfactory progress at all times while they are enrolled at Nova University. The VA will terminate the benefits of any veteran who fails to maintain satisfactory work as determined by the program in which the student is enrolled. The Nova University VA representative has a duty to report to the Veterans Administration unsatisfactory progress of any student receiving veterans' educational benefits.

It is the responsibility of the student to report to the VA representative any or all changes in his or her enrollment status, as those changes may affect the receipt and/or amount of benefits. It must be noted that if a student receives and accepts benefits to which he or she is not entitled, that person may be subject to liability for repayment in addition to possible criminal penalties.

Nonpunitive Grades: The law prohibits the payment of veterans' benefits for a course from which a student withdraws or when a student receives an incomplete grade (see below), or completes but receives a grade for the course that is not used in

computing requirements for graduation. At Nova University these grades include: I-Incomplete, NG-No Grade, AU-Audit, IW-Incomplete Withdrawal, and W-Withdrawal. If a student receives one or more of these grades, the Veterans Administration Regional Office in St. Petersburg, Florida, will be notified, and the student will not be paid for those courses. If the student has already been paid, then he or she will be required to make repayment to the Veterans Administration.

If a student receives an I grade, it will not be reported immediately to the Veterans Administration Regional Office. In keeping with Nova University policy, the student will have a prescribed time within which the I must be removed and a satisfactory grade entered in its place to receive credit. The student should consult the program catalog to determine the specific amount of time allowed to make up an I grade. If the I is not removed within that time, the grade will be reported to the Veterans Administration Regional Office, with the possible consequences described above.

Veterans' Course Withdrawal (Drop/Add): Each time a veteran withdraws from or adds a course, he or she must notify the Nova University VA representative. Changing the number of credits will, in many cases, affect a student's rate of pay. In order to avoid an overpayment (which will have to be repaid), it is in the student's best interest to make proper notification.

Attendance: Any student attending Nova University while receiving veterans' benefits is required to attend classes regularly. In the event a student is administratively withdrawn from a program because of poor attendance, the Veterans Administration Regional Office will be notified and the student's benefits will be terminated. In addition, the student will be liable for any overpayment as a result of unsatisfactory attendance.

Transcripts/Credit for Prior Training: The Veterans Administration requires Nova University to evaluate a student's prior credit received at other institutions in order to determine if transfer credit will be given. In this regard, it is in the student's best interest to provide the program office promptly with ALL transcripts of work previously completed. This will ensure that prior credit is evaluated quickly. This will avoid delay in processing veterans' benefits.

Withdrawal and Refunds: Students may withdraw from courses at any time prior to the last class-weekend and may request a tuition refund via a formal written request up until the second class-weekend or prior to the commencement of a seminar or workshop. Refunds will be made solely at the option of the University, based on the legitimacy of the reason for withdrawal. When granted, refunds will be for the total tuition adjusted as follows: 100% anytime prior to the start of a course and up to two weeks prior to a seminar or workshop; 75% prior to the second class-weekend and within two weeks prior to the commencement of a seminar or workshop; 0% after the commencement of the second class-weekend and the commencement of a seminar or workshop. Registration fees and seminar and workshop fees are nonrefundable.

Library Resources

Nova University recognizes the importance of adequate library facilities for graduate students interested in pursuing research. As such, a short summary of our services is in order. Nova maintains four separate libraries on campus. The separation of library facilities is by functional utility and allows concentration that students will find quite useful.

The major University collection is in the Einstein Library. Other collections are in the Law Library and the Oceanography Library. These libraries provide the usual reference services to students and faculty and are helpful in obtaining remote bibliographic and information sources. More unusual, perhaps, is Nova's emphasis on currently generated research materials. In order to make these available to students, the libraries have made use of current technology with computer assisted data searches as well as with heavy utilization of microfiche system.

Among the nationally-recognized services available to doctoral students at the University libraries are the ERIC document service, DIALOG, the Lockheed Data Base System, which relies on information retrieval through computer terminals, and ASI and EDUCOM, which give access to other data bases.

The OCLC system is available. Students in field-based clusters will be provided information regarding libraries available to them in their location by the program office.

Graduation Requirements

In order to be eligible for graduation, the student must fulfill the following requirements:

1. Completion of all admission requirements
2. Satisfaction of all prerequisite courses
3. Maintenance of a minimum 3.0 grade point average (including prerequisite courses)
4. Completion of all required coursework, seminars, and workshops
5. Successful completion of comprehensive examinations
6. Satisfaction of program publication requirement
7. Completion and successful defense of a doctoral dissertation

Time Limit

There is no specific number of years within which all degree requirements must be met in order to qualify for the doctoral degree. However, students are cautioned that they must maintain their active status in the program by taking courses and participating in program activities. Students who are inactive for more than one year must follow the process for reinstatement in the program. Reinstated students who require more than six years from their initial matriculation may be required to retake coursework that is more than six years old as a condition of their reinstatement to the program. All reinstated students will be subject to the specific course and degree requirements in effect at the time of their reinstatement in the program, as well as any specific requirements imposed as a condition for reinstatement. In practice, reinstatement is a readmission to the program as it is currently constituted. The six-year period of validity of coursework is applicable also to transfer credits at the time of admission to the program. Once accepted, transfer credits will *age* in the same fashion as credits taken at Nova dating from acceptance by Nova and placement on the student's transcript. Active duty military personnel required to interrupt their studies to undertake overseas assignments will be exempt from this policy. They will be required to produce appropriate evidence supporting this waiver of policy.

Advising

All required paperwork for admission to the doctoral programs and the registration for courses, seminars, and workshops, Comprehensive Examinations, and dissertation components may be processed either in person or through the mail. Students in field-based clusters can receive advising through an on-site administrative coordinator, as well as an academic mentor assigned to the cluster. Campus-based faculty and administrative personnel are available in each cluster site on a periodic basis. Through the use of telecommunications, faculty and administrators remain in constant contact with students. Additional advising is available during national seminars and workshops at which campus-based faculty and administrators are present.

Credential File Service

Nova operates a placement office for Nova graduates. In order to utilize the placement service, students must submit an updated resume to the department upon graduation. This service is available to its graduates as a lifelong benefit of Nova University. The placement office also requires the completion of separate paperwork for membership in the National Alumni Association. For further information, contact the association at Nova.

Individual programs require differing time limits for the completion of academic studies leading to a degree. Therefore, the time frame is a matter of discretion with each academic program.

Faculty

The full-time faculty of the School of Business and Entrepreneurship is augmented by outstanding national lecturers. Their qualifications in teaching, research, publications, and consulting fields of management are the best available. The core of full-time faculty is based at the Fort Lauderdale campus. Many of our faculty have worked with the school's programs since they were begun several years ago, providing experience and continuity to the programs. Those interested in knowing about the faculty may contact the department; resumes for all faculty members are available in the program office.

Procedures for Resolving Allegations of Misconduct

The procedure for the disposition of allegations of misconduct follows:

- Step 1: Allegations must be made in writing to the Program Director by a cluster coordinator, faculty member, or student. All pertinent factors, witnesses, events, and evidence should be included in the allegations. The person bringing the allegations should use the best judgment in gathering evidence at the time of the alleged misconduct.
- Step 2: If the allegations constitute "probable cause" to proceed, the Program Director will notify the accused in writing that an inquiry will be undertaken.
- Step 3: An investigator will assemble all pertinent documentary evidence and statements from witnesses. This will include, if possible, a written statement from the accused in response to the allegations. The investigator will consider all the evidence and recommend action to the Program Director, citing the pertinent evidence. When misconduct is indicated beyond reasonable doubt, the penalties may be admonition, suspension, or expulsion.
- Step 4: A report of the investigation will be provided to the accused. The accused may acquiesce in the recommendation, or he or she may submit a written response to the Program Director contesting the recommendation and asking for a hearing. Failure of the accused person to respond within 20 days shall be construed as acquiescence in the report of the investigation. If a hearing is requested, the Program Director may appoint a committee consisting of faculty and program participants or program graduates. Following the response of the accused and the report of the hearing committee, the Administrative Director, in consultation with the Dean, will decide on the action to be taken.

Misconduct may include the following types of activities:

- 1. Plagiarism
- 2. Collaboration on examinations or assignments expected to be individual work

3. Use of any source to prepare program work without specific attribution (as a general rule, analysis is to be the participant's own work; data may be used that have been collected with the help of others, if properly acknowledged)
4. Cheating (giving or receiving help during examinations, transmitting examination questions to other participants, or falsifying any records including assessments and admissions materials)
5. Behavior that is flagrantly disruptive to the effective operation of the program
6. Behavior that is clearly unprofessional or unethical or that reflects adversely on the Nova program or the professional community
7. Behavior that violates the general understanding of the proper conduct for graduate students.

CALENDAR 1992

	SEQUENCE I	SEQUENCE II
Winter	Jan. 11-12 Feb. 8-9 March 7-9	Jan. 25-26 Feb. 22-23 March 21-22
Summer	May 16-17 June 13-14 July 11-12	May 23-24 June 20-21 July 25-26
Fall	Sept. 12-13 Oct. 10-11 Nov. 7-8	Sept. 19-20 Oct. 24-25 Nov. 21-22

DOCTORAL PROGRAM COURSE DESCRIPTIONS

CSA 6010 Administrative Theory and Practice (4 credits)

The focus of the course is on a critical and analytical review of the history of management theory. Students are encouraged to compare and contrast management theories and to examine them in the critical light of practical experience. In addition, through the preparation of literature research papers, students give attention to the development of dissertation-supporting literature review skills. Prerequisite: Management/Organizational Theory.

CSA 6020 Organization Behavior and Personnel Management (4 credits)

The course examines the responsibilities of human resource management and the skills of applied management practices in the organization. Topics to be covered include the role of HRM in organization management, survey research, employee development, selection and reward systems, HRM policy, team building, organizational change, managerial competence, applied management skills, and current issues. Trends in HRM will be addressed, as will the appropriate response to them. Cases and experiential exercises will enhance the transfer of learning.

CSA 6030 Information and Decision Sciences (4 credits)

This course provides an application of information processing concepts from a managerial/administrative perspective. Topics include managerial issues in analysis, design, and implementation of management information systems (MIS); decision support systems, expert systems, and automated financial modeling and planning methods; and managerial issues of organizing information systems and telecommunication networks (info centers, local area networks, etc.) Prerequisites: Computer Literacy, Graduate Quantitative Methods. Students are advised to complete CSA 6071 cm1 before this course.

CSA 6040 Economic Analysis (4 credits)

This course is designed to expose mid-level and high-level administrators to economic techniques applicable to both public and private business decision making. It will impart the skills necessary for utilization of these. An economic focus will be provided for the application of quantitative analyses such as regression, cost benefit, cost effectiveness, linear programming, mini-max, and time and risk. Applications such as demand

functions, cost functions, production functions, pricing of both public and private goods, human capital and market structures will be examined.

The focus of the course will be on case analysis and the preparation by each student of a research paper that applies one of these techniques to the solution of a job-related economics problem.

CSA 6050 Operations Management (4 credits)

Operations management covers both manufacturing and service industries and deals with a multitude of activities needed to produce or process goods and services in the private and public sectors.

The course emphasizes the production and operations portion of businesses and public agencies. The operations management function to provide acceptable service to clients and customers provides the underlying theme for case analysis and discussion. Prerequisite: Graduate Level Quantitative Methods.

CSA 6060 Business and Public Policy Seminar (4 credits)

This course is designed to increase understanding of dynamic and multifaceted relationships between business and public policy. It involves an examination of key public policy processes, problems and issues and their impact on business policies and operations. Although the focus will be on the U.S. federal government and the economy and the roles and impact of state and local governments, foreign governments, and international organizations will also be reviewed. Similarly, the "politics" of intracompany, intraindustry, and interindustry relationships will be analyzed. The approach will involve a wide variety of disciplines, e.g., business administration, public administration, economics, political science, and law sociology. Prerequisite: CSA 6071 cm 1.

CSA 6071 Seminar in Research Methods (Computer Mediated) (4 credits)

This course is intended to provide the student with skills and resources to facilitate the dissertation process. It is computer mediated and consists of four parts, each part intended to provide the student with a dissertation support skill. These parts involve:

1. Computer literacy including both facility on a micro-computer of the student's choice and the use of UNIX on the Nova University campus-based computer,

2. UNIX-based word processing and writing skills using the main frame computer, a microcomputer, the UNIX text editing capacity and Writers Workbench skills in preparing a review of the literature
3. Research design
4. Research skills, including experience with SPSSX.

CSA 6080 Professional Studies Workshop (2 credits)

A required two-credit workshop held every year in the spring in conjunction with the American Society for Public Administration's (ASPA) annual meeting for D.P.A. students, the Society for Human Resource Management for D.B.A./HRM students, the Academy of International Business' annual meeting for D.B.A./I.M. and D.I.B.A. students, and the American Accounting Association for the D.B.A./Acc. students. The annual Academy of Management meeting in August is the workshop site for D.B.A. students. Nova's programs are in no way associated with ASPA or the academies. It is felt that student familiarization with and participation in these professional group meetings will enhance the total educational experience. Students are required to attend Nova sessions in addition to sessions of the professional group.

CSA 6110 International Business and Finance (4 credits)

International business is a logical extension of a growth-oriented national economic and organizational setting. The module emphasizes the benefits to be gained from international trade and multinational opportunities to individual firms and to the nation's interest. New theories of international trade will be discussed. Special attention will be given to foreign economic policy, tariff and nontariff barriers, the transfer of international payments, the balance of payments, exchange rates and "hedging," and the contemporary international monetary system. The developing third-world countries, the economic status of major emerging nations, the nature and scope of multinational enterprise, host country policies toward multinational enterprise, and new techniques designed to result in a more beneficial international economic order will also be discussed. Prerequisites: Graduate Level Accounting/Finance, Economics, and Quantitative Methods.

CSA 6120 Marketing Management and Research (4 credits)

The course is designed to help D.B.A. candidates develop both an appreciation for the intellectual growth of marketing as an

academic discipline and a set of skills related to the practice of marketing management. Students will examine the intellectual underpinnings of marketing as a discipline by examining the development of marketing thought from both a historical as well as philosophical basis. In doing so they will also be exposed to the very basic issues involved with doing scientific research in the social sciences. Students will be exposed to the role of marketing in a modern organization and, through the use of cases, lecture, and market modeling assignments, they will develop skills in planning and executing marketing programs.

CSA 6130 Financial Decision Making in Business (4 credits)

An examination of the field of finance with emphasis given to financial analysis, management, and control. Topics to be offered include the theory and practice of finance, including the firm's investment, financing, and dividend decisions; analytical techniques available for problem solving; and the environment in which financial decisions are made. Coverage of these topics will be accomplished by utilizing a balance between concepts, applications, case analyses, and problems. This course focuses on: 1) the foundation of finance, valuation of financial market instruments; time value of money, financial ratio analysis; forecasting; 2) management of liquidity and current assets; working capital, cash, and marketable securities, accounts receivable, inventories; short- and intermediate-term financing; leasing; 3) capital investment; capital budgeting methods, evaluation of investments; required returns for companies, divisions and acquisitions; 4) theory of capital structure; dividend policy, valuation and pay-out; 5) long-term financing; equity capital, long-term debt; inflation and financial market returns; and 6) mergers and acquisitions; international finance; failures and reorganizations. Prerequisite: Accounting/Finance.

CSA 6140 Strategic Decision Making (4 credits)

This is the capstone course in the doctorate program. Its main objective is to draw together the knowledge gained from the various functional area courses studied in ways that will enhance the analysis of ongoing businesses and not-for-profit organizations. In this course, the interacting and diverse interests of stockholders, key executives, customers, buyers, and other interested parties will be examined. Substantial attention is also focused on the formulation of strategies and policies for reaching

these goals and objectives and on the design of the organizational structures, systems, and processes necessary for implementation of such strategies and policies. Prerequisite: completion of all other coursework and passing of Part I of the Comprehensive Exam.

CSA 6150 Readings in Business Administration (4 credits)

This is an independent reading course in preparation for the dissertation. A student works with an academic adviser in developing a bibliography of readings that support an in-depth examination of a management area of student interest as background for the dissertation

CSA 6210 Strategic Decision Making (4 credits)

This is the capstone course in the doctorate in public administration program. Its main objective is to share the knowledge gained from the various functional area courses. The purpose of this course is to consider the ideas, interests, and institutions that affect the complex process through which policy is determined, specific decisions are made, and action is taken, and to present approaches through which the policy maker can implement these decisions in the organizations. Prerequisite: Completion of all coursework and passing of Part I of the Comprehensive Exam.

CSA 6220 Comparative Administrative Systems (4 credits)

This course focuses on alternative administrative arrangements within which the public administrator must function. Particular attention is given to comparative study of administrative systems in the United States, the United Kingdom, France, and Germany. Sessions one and two consider the local, regional, and national systems of governance of selected countries such as the United Kingdom, France, and Germany. Sessions three and four consider the complex system of interaction and dependency created by the dispersal of governmental authority among many agencies, levels of government and jurisdictions; and the history, contemporary conditions, and future of federal, state, and local relations. A mix of disciplines is involved: history, political science, public administration, public finance, and law. Since the bulk of domestic governmental functions is not administered (though many are aided) by the national government, an integrated perspective is crucial to a clear understanding of the special characteristics of American public administration. Sessions five and six study the needs and underlying political problems of metropolitan complexes.

CSA 6230 Financial Decision Making in Government (4 credits)

This course begins with a review of capital budgeting techniques and practices, continues with a summary of modern economic and financial theory, and then presents applications in the national, state, and local planning, programming, and budgeting environments. Coverage of such a broad field of study necessitates thorough student preparation and selective discussion of assigned material. Cases are used to augment text readings when possible.

CSA 6240 Constitutional/Administrative Law and Ethics (4 credits)

This course reviews the normative and legal framework of public administration in the United States. Sessions one and two review the principal doctrines of American constitutionalism that are the basis for and parameters of public management practice. Theories of due process, equal protection, federalism, and separation of powers are studied. Sessions three and four study the legal concepts employed by administrators. Statutory restraints on the administrator, traditional and new forms of judicial control of administrative action, standards for the exercise of administration action, standards for the exercise of administrative discretion, and modern dynamics of the relationship between the administrative and judicial processes are studied. Sessions five and six analyze some of the conflicting demands on public managers; sense of personal responsibility for actions versus obligations to hierarchical supervisors, peers, subordinates, and the system; bureaucratic directives versus the formal policy mandates upon which such directives are putatively based; personal and subjective standards for conducting the public's business versus various external norms, e.g., legal, political, and cultural; obligations imposed by the professional world of the bureaucracy versus senses of fairness, duty, and responsibility suggested by the external, nongovernmental world of religious, cultural, and avocational associations and of the pressure of other media seeking to share public values.

CSA 6250 Readings in Public Administration (4 credits)

This is an independent readings course in preparation for the dissertation. A student works with an academic adviser in developing a bibliography of readings that supports an in-depth examination of a management area of student interest as background for the dissertation.

CSA 6310 Strategic Human Resource Management and Change (4 credits)

This course examines the roles and relationships between strategic planning and change in organizations relative to the human resource function. Scanning the internal and external environments to plan and shape alternative HR strategies will be explored. Emphasis will be placed upon strategies and techniques for the planning, implementation, and evaluation of change. Model building and futuring will be examined in light of practical approaches to individual organizations. Prerequisite: Personnel/Human Resource Management.

CSA 6315 Strategic Programming in Human Resource Management (4 credits)

This course will emphasize decision-making processes in the development and maintenance of various program elements in human resource management. Decision analysis will also be considered. Traditional and current issues oriented programming will be addressed. Program elements that may be included are human resource planning, recruitment and selection, performance and promotion systems, incentives and awards, compensation and benefits, and human resource information systems. Prerequisite: Personnel/Human Resource Management.

CSA 6325 Employee Relations and Services (4 credits)

This course will address the tools that the human resource department may employ in order to maintain optimum levels of employee morale and employee retention. Current approaches and processes for determining which tools to use will be discussed. Included in the course will be such content as employee surveys, quality of work life, discipline and due process, career management, employee assistance plans and employee counseling, outplacement, retirement planning, day care, and various auxiliary services. Prerequisite: Personnel/Human Resource Management.

CSA 6330 Performance and Reward Systems (4 credits)

This course focuses on performance appraisal, compensation, benefits, and incentive systems. In the area of performance appraisal, topics to be studied include systems, methods, rater errors, and interviewing. Other topics to be explored include pay plans, compensation administration, flexible benefits, health plans, individual and group incentives, employee motivation, and HRIS. Prerequisite: Personnel/Human Resource Management.

CSA 6370 Readings in Human Resource Management (4 credits)

This course allows students to do concentrated reading of material related to the topic of their dissertation. The course content will be individualized for each student and determined by the instructor.

CSA 6410 International Management (4 credits)

This course is an examination of the general field of administration with emphasis on the role of the management process, organizational behavior, and human resource management in international management. Topics to be covered include the evolution of management theory, the international manager's job, the modern emphasis on effective utilization of human resources, and the managerial issues confounding top management as they attempt to plan, organize, lead, and control global operations. Prerequisite: Graduate Management/Organizational Theory.

CSA 6420 International Marketing (4 credits)

This course is designed to develop an understanding of the problems or opportunities present in the international business environment and the challenges involved in the development and implementation of the international corporate/marketing strategy. It includes an analysis of the environment of international markets, theories and models, market research methodology, and the market mix. Prerequisite: Graduate Marketing Course and Quantitative Methods.

CSA 6430 International Finance and Banking (4 credits)

A study of the international financial management and banking functions examines the environment for international finance and banking, balance of payments, foreign exchange, and inherent dimensions of political risk. Unique aspects of international

financial management are emphasized as related to cash management, capital budgeting, and cost of capital. International banking and financial markets are discussed. Prerequisite: Graduate Accounting/Finance and Economics.

CSA 6440 Strategic Decision Making in International Business (4 credits)

This is the capstone course in the doctorate program. Its main objective is to draw together the knowledge gained from the various functional area courses studied in ways that will enhance the analysis of ongoing businesses and not-for-profit organizations. In this course, the interacting and diverse interests of stockholders, key executives, customers, buyers, and other interested parties will be examined. Substantial attention is also focused on the formulation of strategies and policies for reaching these goals and objectives and on the design of the organizational structures, systems, and processes necessary for implementation of such strategies and policies. Prerequisite: completion of all other coursework and passing of Part I of the Comprehensive Exam.

CSA 6450 Comparative Government and Economic Systems (4 credits)

An in-depth review and analysis of the political and socioeconomic environment of major societies that may have impact on the world scene, as viewed today. Comparative Government seeks to compare and contrast the institutional environments of these societies as the basis for conducting international trade and advancing economic development and mutual cooperation.

CSA 6470 International Legal Framework (4 credits)

An introduction to the structures and processes of the international legal community, with a particular view to its bearing upon international commercial and financial interchanges. Topics to be covered include the history of the international legal order, sources of international law, incorporation of international law into U.S. law, sovereignty, diplomatic protection, human rights, institutions of the United Nations era, the International Monetary Fund, the General Agreement on Tariffs and Trade, expropriation of alien-owned property, sovereign immunity, act of state doctrine, jurisdiction and extraterritoriality, and the European Economic Community.

CSA 6480 Readings in International Business Administration (4 credits)

This is an independent reading course in preparation for the dissertation. A student works with an academic advisor in developing a bibliography of readings that support an in-depth examination of a management area of student interest as background for the dissertation.

CSA 6710 Seminar in Financial Accounting (4 credits)

This course explores the milieu of the study of financial accounting and current topics in accounting education. The course is divided into four modules. Module I, using the computer several months prior to the actual class meeting dates, reviews the writings of selected accounting authors of yesteryear. Modules II and III discuss current issues and research in financial accounting, while Module IV critiques current problems and developments in accounting education.

CSA 6720 Federal Taxes and Management Decisions (4 credits)

This course provides an overview of the area of federal taxes on individuals, corporations, and partnerships and the impact those taxes have on management decisions. Using the computer several months prior to the actual class meeting dates, Modules I and II review federal taxes on individuals and on corporations and partnerships. Modules III and IV review the impact those taxes have on the corporation and its employees and executives and the management decisions that can be made to minimize that impact.

CSA 6730 Seminar in Managerial Accounting (4 credits)

This course discusses areas of interest in managerial accounting. Module I, using the computer several months prior to the actual class meeting dates, reviews current developments in human resource accounting, behavioral accounting, and public interest/social responsibility accounting. Modules II and III deal with the current writings, research, and issues in the domain of managerial accounting. Module IV, using a case study approach, consists of open discussions of ethics in accounting and business.



CSA 6740 International Accounting and Taxation^{*}
(4 credits)

This course is divided into four modules. Module I, using the computer several months prior to the actual class meeting dates, reviews how U.S. corporations and their foreign subsidiaries account for foreign transactions. Module II reviews the ways other nations do their accounting. Module III explores ways and means of harmonizing the many diverse accounting systems currently in practice. Module IV reviews the ways other nations tax their citizens and corporations.

CSA 6750 Readings in Accounting (4 credits)

This course allows students to do concentrated reading of material related to the topic of their dissertation. The course content will be individualized for each student and determined by the instructor.

Nova University Board of Trustees

Ray Ferrero, Jr.
Chairman
Abraham S. Fischler
President
W. Tinsley Ellis
Secretary
Theodore K. Friedt
Harry A. Gampel
Linda L. Gill
William D. Horvitz
Jack L. LaBonte

Marshall B. Lytle II
Mary R. McCahill
Chair Emeritus
August C. Paoli
Gabriel A. Rosica
David H. Rush
Harry L. Smith
Robert A. Steele
Howard P. Swanson
Michael J. Velsmid

Ex Officio

Joseph R. Millsaps
Kenneth J. Weil

Current president, Alumni Association-International

James Farquhar
Chair Emeritus (retired)

Honorary Trustees

Robert O. Barber
George W. English
Hamilton Forman

Louis W. Parker
Myron I. Segal, M.D.
J. Wallace Wrightson

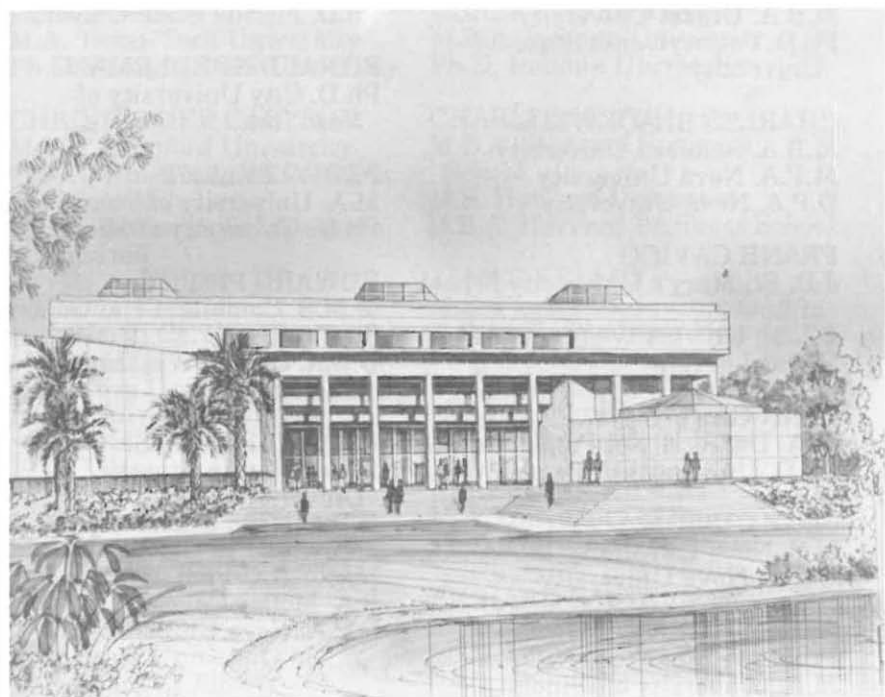
Nova University Administration

ABRAHAM S. FISCHLER, *President*
STEPHEN L. GOLDSTEIN, *Vice-President for Corporate and Foundation Relations*
HELEN F. GRAHAM, *Director of Human Resources*
JAMES G. GUERDON, *Vice-President for Administration and Finance*
OVID C. LEWIS, *Vice-President for Academic and Student Affairs*
RICHARD G. MILLER, *Vice-President for University Relations and Development*
JOHN A. SCIGLIANO, *Vice-President for Computer and Information Technology*

School of Business and Entrepreneurship Board of Governors

GEORGE BARBER
ELLIOTT B. BARNETT
GEORGE L. CALDWELL
MARVIN T. CHANEY
EDWARD B. DEUTSCH
MICHAEL S. EGAN
GLENN H. FRIEDT, JR.
THEODORE K. FRIEDT
LINDA L. GILL

RICHARD E. HUFF
H. WAYNE HUIZENGA
RICHARD F. HUSSEY
IRVING ROSENBAUM
JOHN RUFFIN, JR.
DAVID H. RUSH
ROY D. SMITH
THOMAS M. TWOROGER
AUGUST URBANEK



Campus-Based Faculty

NEUMAN POLLACK
Dean, School of Business
and Entrepreneurship
M.A. Texas A & M University
Ph.D. Florida State University

DANIEL AUSTIN
M.S. Central Missouri University
M.A. University of Arizona
Ph.D. University of Kansas

ROBERT BAER
M.A. University of Miami
M.P.A. Nova University
D.P.A. Nova University

EDWARD BECKER
M.B.A. Drexel University
Ph.D. Pennsylvania State
University

CHARLES BLACKWELL
M.B.A. Samford University
M.P.A. Nova University
D.P.A. Nova University

FRANK CAVICO
J.D. St. Mary's University School
of Law
L.L.M. University of San Diego
School of Law

ALAN GARTH
M.A. University of Pennsylvania
Ph.D. University of Pennsylvania

JANE GIBSON
M.S. Nova University
D.B.A. Nova University

GEORGE GRAHAM
Professor Emeritus
M.A. University of Illinois
Ph.D. University of Illinois
LL.D. Monmouth College

WILLIAM HARRINGTON
M.A. Boston College
Graduate School
Ed.D. Nova University

HERBERT JOHNSON
M.B.A. University of Houston
Ph.D. University of Arkansas

WILLIAM JOHNSON
M.S. Northern Illinois
University
Ph.D. Arizona State
University

RICARDO MEJIAS
M.A. University of Miami
Ph.D. Florida State University

RONALD NEEDLEMAN
Ph.D. City University of
New York

PEDRO PELLET
M.A. University of Puerto Rico
Ph.D. University of Miami

EDWARD PIERCE
M.M.S. Command and General
Staff College
D.B.A. George Washington
University

ROBERT PREZIOSI
M.Ed. Florida Atlantic
University
D.P.A. Nova University

MARY RAFFERTY
B.A. Molloy College
D.P.A. Nova University

National Faculty

STEVEN ALFORD

M.A. University of North
Carolina

Ph.D. University of North
Carolina

ALEXANDER ANCKONIE III

M.B.A. American University

D.B.A. George Washington
University

JAY ARONSON

M.S. Carnegie-Mellon
University

Ph.D. Carnegie-Mellon
University

WILLIAM BENTLEY

M.A. Texas Tech University

Ph.D. Georgia State University

CHRISTOPHER CARLSON

M.B.A. Stanford University

M.P.A. University of Southern
California

D.P.A. University of Southern
California

BARRY CENTINI

M.S. North Carolina State
University

M.S. Nova University

Ph.D. University of North
Carolina

ROBERT CLARK

M.P.A. University of Georgia

M.S. University of Utah

D.P.A. University of Georgia

JAMES DUNNE

M.A. State University of
New York at Albany

Ph.D. State University of
New York at Albany

RONALD FETZER

M.A. Kent State University

Ph.D. Ohio State University

MICHAEL GAST

M.S. Florida State University

Ph.D. Florida State University

C. KENDRICK GIBSON

M.B.A. Louisiana State
University

Ph.D. University of Arkansas

RONALD GREENWOOD

M.B.A. Cornell University

Ph.D. University of Oklahoma

ROBERT HARING

M.B.A. Indiana University

Ph.D. Indiana University

CHARLES HOFER

M.B.A. Harvard Business
School

M.S. Harvard University

D.B.A. Harvard Business School

JAMES KELLEY

M.S. Florida State University

D.B.A. Florida State University

MICHAEL LIBROWICZ

M.B.A. Columbia University

D.B.A. University of Paris

ALBERT MAVRINAC

M.A. University of Pittsburg

Ph.D. Harvard University

RICHARD PASTERNAK

M.A. Louisiana State University

Ph.D. University of Alabama

RICHARD PLANK
M.B.A. Seton Hall University
Ph.D. City University of
New York

RICHARD REES
M.Ed. Rutgers University
Ed.D. Rutgers University

ELIZABETH RIVERS
M.B.A. New York Institute
of Technology
Ed.D. Nova University

CARL RODRIGUES
M.S. Florida International
University
D.P.A. Nova University

ANDREW SHERBO
M.B.A. University of Georgia
Ph.D. St. Louis University

WILLIAM SNOW
M.B.A. Golden Gate University
Ph.D. Catholic University
of America

EFRAIM TURBAN
M.B.A. University of California
at Berkeley
Ph.D. University of California
at Berkeley

Nova University Policies Governing Student Relations

General

Nova University has established specific policies, procedures and guidelines defining its relationship with its students. The term "student" defines the student, or parents of the student if the student qualifies as a dependent under the provisions of the Internal Revenue Code.

Institutional and Academic Information

Nova and its academic schools and centers periodically publish bulletins or catalogs describing Nova and its programs. These bulletins are available to enrolled and prospective students through the various admissions offices associated with academic units or from the Office of the University Registrar. Each academic unit, group of units, and/or the registrar's office maintains at least one full-time employee to assist students in obtaining information.

International Students

International students who intend to reside in the United States and who are required to obtain an I-20 visa must be full-time degree-seeking students and must attend the main campus in Fort Lauderdale. While financial aid is available for United States citizens only, some scholarship money may be available for foreign students. For further information contact: International Student Adviser, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314. Toll free: (800) 541-6682, Ext. 5695. All others: (305) 370-5695.

Veterans' Benefits

All programs described in this catalog are approved for veterans' training by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs. Eligible veterans and veterans' dependents should contact the Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida 33314, telephone (305) 370-5695 or toll-free (800) 541-6682, Ext. 5695.

Veterans' Benefits for Off-Campus Graduate Programs

The Veterans Administration considers all programs that meet off campus (field-based programs, cluster programs) to be programs of independent study for veterans' benefits purposes. The Veterans Administration will make the decision as to the rate of the benefit, which will be less than one-half but no less than one-quarter time.

Standards of Progress for VA Students

A VA student must attain and maintain a minimum grade point average (GPA) of not less than a 3.0 (or grade of B) each evaluation period (e.g., term, semester, quarter). He or she also must meet any skill or technical requirements of his or her particular program.

Each VA student is expected to complete the program within the number of training hours approved. If at any point it is determined that a VA student cannot successfully complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who, at the end of any evaluation period, has not attained and maintained satisfactory progress (3.0 GPA or better) will be placed on academic probation for the next evaluation period. Should the student not attain and maintain satisfactory progress (3.0 GPA or better) by the end of the probationary period (one evaluation period), the student's VA educational benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one evaluation period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

Grade/Progress Reports for VA Students

Each VA student will be provided a grade/progress report at the end of every evaluation period (e.g., term, semester, quarter). A copy of each report will be placed in the student's permanent file maintained by the Office of the University Registrar.

Nondiscrimination

Nova fully subscribes to and practices a policy of nondiscrimination in admissions and enrollment. No applicant or enrolled student shall be discriminated against because of religion, sex, handicap, color, or national or ethnic origin. The University registrar is designated as the policy coordinator to assure compliance with all federal, state, and local laws and regulations relative to nondiscrimination.



STUDENT RIGHTS AND RESPONSIBILITIES

The Code of Student Conduct and Academic Responsibility

Purpose: This code seeks to promote high standards of academic integrity by setting forth the responsibilities of students as members of the University community. Abiding by the code ensures a climate wherein all members of the University community can exercise their rights of membership.

I. Nova University Statement of Academic Rights and Responsibilities

Nova University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to assure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- The rights of personal and intellectual freedom, which are fundamental to the idea of a university;
- A scrupulous respect for the equal rights and dignity of others; and
- Dedication to the scholarly and educational purposes of the University and participation in promoting and assuring the academic quality and credibility of the institution.

Students are responsible for obtaining, learning, and observing the established University and center policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution as well as those of Broward County and the State of Florida. All members of the community should inform the appropriate official of any violation of conduct regulations.

A. Academic Standards

The University expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:

1. **Original Work.** Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another author, but if that is the case, those ideas or words must be indicated in a manner consistent with a University-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

2. **Referencing the Works of Another Author.** All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific accepted reference manuals and rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another author are used. Students must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center.

At Nova University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards I(A) (1) or I(A) (2) is considered plagiarism at Nova University.

3. **Tendering of Information.** All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.
4. **Acts Prohibited.** Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals.

Violations of academic responsibility include, but are not limited to:

 - a. Plagiarism;
 - b. Any form of cheating;
 - c. Conspiracy to commit academic dishonesty;
 - d. Misrepresentation;
 - e. Bribery in an attempt to gain an academic advantage;
 - f. Forging or altering documents or credentials; and
 - g. Knowingly furnishing false information to the institution.
5. **Additional Matters of Ethical Concern.** Where circumstances are such as to place students in positions of power over University personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious manner.

B. Conduct Standards

1. Students should not interfere with the rights, safety, or health of members of the University community nor interfere with other students' right to learn. Students are expected to abide by all University, center, and program rules and regulations and all local, state, and federal laws. Violations of conduct standards include, but are not limited to:
 - a. Theft;
 - b. Vandalism;
 - c. Disruptive behavior;

- d. Possession or use of firearms, fireworks, explosives, or other dangerous substances or items;
 - e. Possession, transfer, sale, or use of illicit drugs;
 - f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals;
 - g. Violations of housing regulations;
 - h. Any act or conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group;
 - i. Threats of or actual damage to property or physical harm to others; and
 - j. Failure to pay tuition and fees in a timely manner.
2. Students must have authorization from the University to have access to University documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the code of ethics for computer usage. The University and each center or program may prescribe additional standards for student conduct as would comport with the letter and spirit of this code.

D. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the

Code of Student Conduct and Academic Responsibility. Deans or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic conduct or supplemental standard violations. Any student found guilty of a violation of the academic, conduct, or supplemental standards will be subject to disciplinary action, including expulsion from the University.

Drug-Free Schools and Campuses

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C.F.R., part 86), Nova University has adopted the following policy for all work place, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs* and the abuse of alcohol are prohibited in and on Nova University owned or controlled property and as a part of any of its activities. No Nova University employee or student is to report to work or school while under the influence of illicit drugs or alcohol.

There are serious health risks associated with the abuse of drugs and alcohol (see ttached "Controlled Substances--Uses and Effects"). If you, a fellow student, teacher, or co-worker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

On Campus:

Nova University Student Counseling Service
Mailman Building
(305) 475-7552

*The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician's order. It does not prohibit the use of prescribed medication under the direction of a physician.

Nova University Community Mental Health Clinics
Davie 475-7070
Lauderhill 486-3663
Coral Springs 753-7020

Community:

Florida Department of Education
Educational Prevention Center
Knott Building
Tallahassee, Florida 32399
(904) 488-6304

Department of Health and Rehabilitative Services
Alcohol and Drug Abuse Program
1317 Winewood Boulevard
Tallahassee, Florida 32399
(904) 488-0900

When you use or deal in drugs, you also risk incarceration and/or fines. The attached federal sentencing guidelines indicate federal penalties for trafficking in drugs.

In addition to the federal sanctions, Florida state statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies dependent upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not less than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one year imprisonment.

Under §893.13, Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, deliver, or possess with intent to sell, purchase, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

Under §893.13 (1) (e), Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, manufacture, or deliver a controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

Under §316.1936, Florida Statutes, it is unlawful for any person to possess an open container of alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under §316.193, Florida Statutes, a person is guilty of driving under the influence if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .10 percent or higher. First conviction on such a DUI charge shall result in a fine not less than \$250 or more than \$500 and imprisonment not more than six months. A second conviction results in a fine of not less than \$500 or more than \$1,000 and not more than nine months' imprisonment. Third conviction will result in not less than a \$1,000 fine or more than a \$2,500 fine and imprisonment for not more than 12 months.

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed his or her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

Nova University requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction. In order to comply with federal law, Nova University must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation occurring in the work place. Any criminal drug convictions in the work place must be reported by the employee to his or her University supervisor or department head within five (5) days of the date of such conviction. The University will discipline any employee who is so convicted or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within thirty (30) days of notice of such conviction.

Any Nova University employee or student determined to have violated this policy shall be subject to referral for prosecution by the appropriate authorities. Other sanctions include evaluation/treatment for drug use disorder, which may include mandatory completion of a drug/alcohol abuse rehabilitation program, expulsion, and/or termination.

All Nova University faculty and staff members will, as a condition of their employment, abide by the terms of this policy. All Nova University students will, as a condition of their enrollment, abide by the terms of this policy.

Federal Trafficking Penalties

PENALTY			PENALTY						
CSA	2nd Offense	1st Offense	Quantity	DRUG	Quantity	1st Offense	2nd Offense		
I	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg ¹ or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.		
			100-999 gm mixture		HEROIN			1 kg or more mixture	
			500-4,999 gm mixture		COCAINE			5 kg or more mixture	
			and	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years. Not more than life.			5-49 gm mixture	COCAINE BASE
II									
10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture				Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.		
1-10 gm mixture	LSD	10 gm or more mixture							
40-399 gm mixture	FENTANYL	400 gm or more mixture							
			10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture				

Drug	Quantity	First Offense	Second Offense
Others ²	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.
		Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.	

¹ Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

² Does not include marijuana, hashish, or hash oil.

Federal Trafficking Penalties – Marijuana

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	Marijuana Mixture containing detectable quantity	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50-99 plants	Marijuana		
Less than 50 kg	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

DRUGS*

CSA SCHEDULES

TRADE OR OTHER NAMES

MEDICAL USES

DEPENDENCE

Physiological

TOLERANCE

(Hours)

DURATION

(Hours)

USUAL METHODS OF ADMINISTRATION

POSSIBLE EFFECTS

EFFECTS OF OVERDOSE

WITHDRAWAL SYNDROME

NARCOTICS

Opium	II/IV	Dover's Powder, Paraprop, Paracetamol	Anesthetic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, increased breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Slows and shallow breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, chills and rashes, sweating
Morphine	II/III	Morphine, MS-Contin, Roxanol, Roxanol SR	Anesthetic, antidiarrheal	High	High	Yes	3-6	Oral, smoked, injected	Euphoria, increased breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Slows and shallow breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, chills and rashes, sweating
Cocaine	II/III/IV	Tylenol w/Codin, Robitussin AC, Empirin w/Codin, Fiorinal w/Codin	Anesthetic, antidiarrheal	Moderate	Moderate	Yes	3-6	Oral, injected	Euphoria, increased breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Slows and shallow breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, chills and rashes, sweating
Heroin	I	Ducentimorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked	Euphoria, increased breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Slows and shallow breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, chills and rashes, sweating

Hydromorphone	II	Dilaudid	Anesthetic	High	High	Yes	3-6	Oral, injected	Euphoria, increased breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Slows and shallow breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, chills and rashes, sweating
Meprobamate (Meproline)	II	Demerol, Mepropan	Anesthetic	High	High	Yes	3-6	Oral, injected	Euphoria, increased breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Slows and shallow breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, chills and rashes, sweating
Methadone	II	Dolophine, Methadone, Methadose	Anesthetic	High	High	Yes	12-24	Oral, injected	Euphoria, increased breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Slows and shallow breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, chills and rashes, sweating
Other Narcotics	II/III/IV	Rumorphan, Percodan, Percocet, Tylox, Tusloxa, Fentanyl, Darvon, Loradol, Talwin*	Anesthetic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected	Euphoria, increased breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Slows and shallow breathing, drowsiness, slurred speech, dilated pupils, constricted pupils, nausea	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, chills and rashes, sweating

DEPRESSANTS

Chloral Hydrate	IV	Nocite	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, drowsiness, dilated pupils, without odor of alcohol	Shallow breathing, drowsiness, dilated pupils, possible death	Anxiety, insomnia, delirium, convulsions, possible death
Barbiturates	II/III/IV	Amytal, Nembutal, Fiorinal, Lotusan, Lunal, Seconal, Butisol, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary anesthetic agent	High-Mod.	High-Mod.	Yes	1-16	Oral	Slurred speech, drowsiness, dilated pupils, without odor of alcohol	Shallow breathing, drowsiness, dilated pupils, possible death	Anxiety, insomnia, delirium, convulsions, possible death
Benzodiazepines	IV	Alvex, Dalmane, Librium, Restoril, Quaalude, Xanax, Serax, Valium, Tranxene, Versed, Versitan, Halcion, Placidem	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral	Slurred speech, drowsiness, dilated pupils, without odor of alcohol	Shallow breathing, drowsiness, dilated pupils, possible death	Anxiety, insomnia, delirium, convulsions, possible death
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral	Slurred speech, drowsiness, dilated pupils, without odor of alcohol	Shallow breathing, drowsiness, dilated pupils, possible death	Anxiety, insomnia, delirium, convulsions, possible death
Guaifenesin	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral	Slurred speech, drowsiness, dilated pupils, without odor of alcohol	Shallow breathing, drowsiness, dilated pupils, possible death	Anxiety, insomnia, delirium, convulsions, possible death
Other Depressants	II/III/IV	Equanil, Miltown, Nodular, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral	Slurred speech, drowsiness, dilated pupils, without odor of alcohol	Shallow breathing, drowsiness, dilated pupils, possible death	Anxiety, insomnia, delirium, convulsions, possible death

STIMULANTS

Cocaine*	II	Coke, Flava, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, euphoria, increased pulse rate & blood pressure, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Anxiety, long periods of sleep, depression, disorientation
Amphetamines	II	Bupropion, Desoxyn, Dextroamphetamine, Dexedrine, Preludin	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected	Increased alertness, euphoria, increased pulse rate & blood pressure, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Anxiety, long periods of sleep, depression, disorientation
Phenethylamines	II	Ritalin	Weight control	Possible	High	Yes	2-4	Oral, injected	Increased alertness, euphoria, increased pulse rate & blood pressure, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Anxiety, long periods of sleep, depression, disorientation
Methylphenidate	III/IV	Adipex, Dylene, Dixerex, Ionamin, Melfil, Plegine, Sanorex, Tenax, Tenuate, Tenuate, Tenuate, Tenuate	Attention deficit disorders, narcolepsy, weight control	Possible	Moderate	Yes	2-4	Oral, injected	Increased alertness, euphoria, increased pulse rate & blood pressure, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Anxiety, long periods of sleep, depression, disorientation

HALLUCINOGENS

LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more frequent, vivid episodes, psychosis, possible death	Withdrawal symptoms not reported
Mescaline and Peyote	I	Mesc. Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more frequent, vivid episodes, psychosis, possible death	Withdrawal symptoms not reported
Amphetamine Variants	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	None	Unknown	Yes	Variable	Oral, injected	Illusions and hallucinations, poor perception of time and distance	Longer, more frequent, vivid episodes, psychosis, possible death	Withdrawal symptoms not reported
Phencyclidine	II	PCP, Angel Dust, Hog	None	None	Unknown	Yes	Days	Smoked, oral, injected	Illusions and hallucinations, poor perception of time and distance	Longer, more frequent, vivid episodes, psychosis, possible death	Withdrawal symptoms not reported
Phencyclidine Analogues	I	PCP, PCPy, TCP	None	None	Unknown	Yes	Days	Smoked, oral, injected	Illusions and hallucinations, poor perception of time and distance	Longer, more frequent, vivid episodes, psychosis, possible death	Withdrawal symptoms not reported
Other Hallucinogens	I	Budonine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed	Illusions and hallucinations, poor perception of time and distance	Longer, more frequent, vivid episodes, psychosis, possible death	Withdrawal symptoms not reported

CANNABIS

Marijuana	I	Big Ass, Gold, Grass, Hash, Skunk, The Green	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed muscles, increased appetite, disoriented behavior	Euphoria, relaxed muscles, increased appetite, disoriented behavior	Insomnia, decreased appetite, occasionally reported
Tetrahydrocannabinol	II	THC, Marinol	Cancer chemotherapy adjunct	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed muscles, increased appetite, disoriented behavior	Euphoria, relaxed muscles, increased appetite, disoriented behavior	Insomnia, decreased appetite, occasionally reported
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed muscles, increased appetite, disoriented behavior	Euphoria, relaxed muscles, increased appetite, disoriented behavior	Insomnia, decreased appetite, occasionally reported
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed muscles, increased appetite, disoriented behavior	Euphoria, relaxed muscles, increased appetite, disoriented behavior	Insomnia, decreased appetite, occasionally reported

* Not designated a narcotic under the CSA

* Not designated a narcotic under the CSA

Smoking and Nonsmoking

In accordance with the Florida Clean Indoor Air Act, the University has established the following policy.

The areas listed below *must* be designated as nonsmoking areas:

- Classrooms
- Restrooms
- Water fountain areas
- Elevators
- Libraries
- Public conference and seminar rooms

Each center and department has the discretion of designating the following areas as smoking or nonsmoking areas:

- Private offices
- Lounges
- Private conference and meeting rooms
- Open work areas--if all employees who are routinely assigned to work in that area at the same time agree

Centers and departments shall post their smoking policy in a conspicuous location. Individual policies shall contain the nonsmoking areas that have been designated, as well as the discretionary smoking areas.

Alcohol and Other Drugs

Nova University, as an institution of higher education, is dedicated to the well-being of all members of the University community--students, faculty, staff, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of the University to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is the University's policy to work with members of the University community to provide

channels of education and assistance. However, it is the individual's responsibility to seek help. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and federal laws.

1. While on campus or engaged in any University related activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action including the possibility of dismissal.
2. Employees will be evaluated only on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.
3. Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community who has a substance abuse problem lead a productive work and/or academic life free of substance abuse.
4. Members of the University community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

Substance Abuse Awareness, Education, and Prevention

Nova University's activities in substance abuse awareness, education, and prevention exist to encourage members of the University community to avoid the use of illicit drugs, to use alcohol and other licit drugs in a responsible manner, and to

avert the need for direct intervention. The specific goals of the program are the following:

- To educate all members of the community that the use and possession of certain substances are illegal and may result in adverse consequences
- To inform members of the University community concerning the physical and psychological effects of alcohol and other drugs and to develop an awareness of potential problems that can result from the use of these substances
- To support those who choose not to drink alcohol or to use other drugs
- To teach those who choose to drink alcohol to do so responsibly
- To help those who abuse alcohol or other drugs.

In order to achieve these goals, the University operates and/or engages in the following programs and activities:

1. **Alcohol and Drug Resource Center.** The Resource Center is directed by an existing staff member. Additional staff consists of student employees, practicum students, and/or student volunteers. The center has the primary responsibility for the University's prevention and education programs. It coordinates the various activities and serves as a clearinghouse for alcohol and drug information. Each academic center designates a contact person who works with the Resource Center staff to disseminate information within their centers.
2. **Advisory Committee.** This is a group of administrators, faculty, and student leaders who are appointed by the vice-president for academic affairs to serve as advisers and resource persons. The committee is chaired by the director of the Alcohol and Drug Resource Center. The group meets monthly to discuss and develop program plans and activities.

3. **Alcohol and Drug Awareness Activities.** Under the direction of the Resource Center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The audience of the information is all students, employees, and faculty of the University, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The University supports the National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.
4. **Student Organizations.** The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) and SADD (Students Against Drunk Driving).
5. **Alcohol and Drug Workshops.** Workshops are provided for student leaders and for employees as part of the University's staff development program. These workshops provide the opportunity for participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties that involve drinking.
6. **Academic Courses.** Several academic centers have put identifiable units on alcohol and drugs into appropriate existing courses. Additionally, several academic centers have established elective courses in substance abuse and/or recommend students to take such courses in other centers. Assistance is available to the academic centers from the Alcohol and Drug Abuse Resource Center to ensure the substance abuse content of courses is consistent with University policies.
7. **Orientation.** Academic centers include information on drugs and alcohol in the orientation sessions and materials for new students. The orientation provides a general orientation to the problems of substance abuse and includes a statement of the University's policy on drugs and alcohol. The information is presented in a positive manner. The Resource Center works with the academic centers to prepare the materials presented.

Communicable Diseases Policy Guidelines

It is the intent of the University to protect students and employees from exposure to communicable diseases that pose reasonable risk of harm to members of the University community. It is also the intent of the University to protect the rights of those infected with a communicable disease pursuant to the Sick Leave Policy of the University. Employees and students of the University who do become infected with a communicable disease are subject to the guidelines listed below.

All employees diagnosed with any communicable disease will receive the same benefits and privileges extended to any employee under the Sick Leave Policy and shall be afforded confidentiality for all related issues.

The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

Guidelines

1. For the purpose of this policy, the term "employee" shall include all persons employed by the University, either full time or part time, including adjuncts and off-site coordinators, but shall not include the following persons:
 - a. Members of the Board of Trustees
 - b. Guest lecturers
 - c. Vendors

The term "student" shall include all persons enrolled at the University, either part time or full time, from preschool through graduate studies.

The term "infected person" shall include students and employees who have been medically diagnosed as infected with a communicable disease.

In the event that any employee, administrator, or student has a concern about the potential for the spread of a communicable disease within the University community, those concerns should be brought to the assistant director of human resources for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the University community by an infected person, the assistant director of human resources will, after notification of the issues presented to the University president, contact the Broward County Health Department for recommendations of appropriate action consistent with state law.

The University will make available to its employees and students information about the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

2. An infected person can continue to work and study so long as he or she is able to continue to perform regular responsibilities satisfactorily and so long as the best available medical evidence indicates that his or her continued status does not present a health or safety threat to self or others. Infected employees with diseases that threaten the safety of others are eligible for the same leave of absence provisions of current University policy for sick or annual leave.
3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating current medical status. An employee shall submit the physician's statement to the director of human resources or a delegated representative. Students shall submit their statement to their program dean.
4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom.

Such measures may include, subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.

5. No infected person (employee or student) may be dismissed from the University solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted and an examination of facts demonstrate that the infected person can no longer perform as required or poses a reasonable threat to the health and safety of those around him or her.
6. Disciplinary measures are available to the University when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others. Student disciplinary measures shall range from counseling to expulsion.
7. As with any medical condition, employees must not disclose information regarding another employee or student to anyone except those employees with a medical or administrative need to know. The University shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.

Policy on Sexual Harassment

It is the intent of Nova University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with Equal Employment Opportunity Commission-promulgated guidelines, unwelcome sexual advances,

unwanted requests for favors of a sexual nature, and any other verbal or physical conduct of a sexual nature are considered sexual harassment if:

- (a) Explicit or implicit submission to sexual overtones is made a term or condition of employment.
- (b) Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred.
- (c) An individual's work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere.

A. At Nova University, sexual harassment of or by employees includes:

- 1. Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
- 2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.
- 3. Verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy; telling jokes that are clearly unwanted and considered offensive by others; or other tasteless, sexually-oriented comments or innuendoes or actions that offend others.
- 4. Engaging in any type of sexually-oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.

5. Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts or attentions.

Nova University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such manner and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, noncoercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Human Resources Department and should be reported promptly to the director of human resources.

- B. At Nova University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;
 2. Submission to or rejection of such conduct affects academic decisions; or
 3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment;
 4. Unwelcome patting, pinching, or touching;
 5. Offensive or demeaning sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure.

Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism that can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

Privacy of Records

Nova University maintains a system of records that includes application forms, letters of recommendation, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the registrar's office. However, the registrar will not release transcripts of students' academic records until all their accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: a) student's name; b) dates of attendance; c) degree and awards received. Requests for such information must be submitted in writing to the registrar. The University reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing prior to September 1 of the relevant school year.

A person does not have the right of access to educational records until he or she has been admitted to and has actually begun attending Nova University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.

Parents or eligible students will be provided a hearing by the University if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the U.S. Department of Education.

Reservation of Power

Nova reserves the right to amend, modify, add to, or delete its rules, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the University and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

* * *

The provisions set forth in this document are not to be regarded as an irrevocable contract between the student and Nova University. Regulations and requirements, including tuition and fees, are necessarily subject to change without notice at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon discovery of the fraud, and the student is not entitled to any credit for work that he or she may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition or fees. The balance due Nova University will be considered receivable and will be collected.

A transcript of a student's academic record cannot be released until all of his or her accounts, academic and nonacademic, are paid.

Any Nova University student has the right to inspect and review his or her educational record. The policy of the University is *not* to disclose personally identifiable information contained in a student's educational record without prior written consent from the student, except to University officials, to officials of another school in which the student seeks enrollment, to authorized representatives of federal or state agencies, to accrediting organizations, to parents of dependent students, under judicial order, to parties in a health or safety emergency, or when verifying graduation with a particular degree.

A student also has the right to petition Nova University to amend or correct any part of his or her educational record that he or she believes to be inaccurate, misleading, or in violation of the privacy or other rights of students. If the University decides it will not amend or correct a student's record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading, or in violation of the privacy or other rights of students.

If these rights are violated, a student may file a complaint with the Department of Education. A student may obtain a copy of the Educational Privacy Act policy by requesting it in writing from the Office of the University Registrar, Nova University, Parker Building, 3301 College Avenue, Fort Lauderdale, Florida 33314. A schedule of fees and a listing of the types and locations of educational records are contained in this policy.

Nova University does not discriminate on the basis of handicap, sex, race, religion, or national or ethnic origin in admission, access, or employment for any of its programs and activities. The University registrar and director of human resources have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of the applicable laws and regulations relative to nondiscrimination.

Nova University programs are approved for the training of veterans and other eligible persons by the Bureau of State Approval For Veterans' Training, Florida Department of Veterans' Affairs. Eligible veterans and veterans' dependents should contact the Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida 33314, telephone (305) 370-5685.

The school is authorized under federal law to enroll nonimmigrant alien students.

The Nova University general policies on student relations are on file in the Office of the University Registrar.

